REQUEST FOR PROPOSAL

FOR SERVICES TO CONDUCT THE

NORTHEAST PIERRE TRANSPORTATION PLAN

THE SOUTH DAKOTA DEPARTMENT OF TRANSPORTATION

IN CONJUNCTION WITH

THE CITY OF PIERRE, SOUTH DAKOTA

AND THE FEDERAL HIGHWAY ADMINISTRATION

July 1, 2016
Request for Proposals for
Northeast Pierre Transportation Plan

The South Dakota Department of Transportation (SDDOT) in conjunction with the City of Pierre, South Dakota and the Federal Highway Administration (FHWA) is soliciting proposals from consulting firms prequalified by the SDDOT for transportation planning to perform a master transportation planning study of the northeast growth area of Pierre, South Dakota. A listing of firms prequalified for state transportation planning can be found at http://www.sddot.com/fpa/lga/docs/StateTransPlan.pdf. Instructions on how to become prequalified for future studies can be found at http://www.sddot.com/fpa/lga/consultant.asp.

Background:

The growth area for the City of Pierre is constrained on the south and west sides of the city by the Missouri River and related flood prone areas. Growth of the city is constrained on the east side by the Pierre Municipal Airport, steep slopes, and problematic Pierre Shale geology. As such, the City can only reasonably grow to the north. Development plans are starting to progress for the area north of Pierre that include plans for an event center, and it has become apparent that a long range transportation plan, along with corridor preservation for streets and utilities, is needed to guide future growth and development.

Relatedly, access management plans are needed along both the US14 / US83 corridor from Fourth Street to 205th Street / Cendak Road and SD1804 from US14 / US83 to Range Road / Perch Place through the growth area. Current access spacing along the highways include some offset access points that could impact traffic safety and mobility as traffic volumes increase along the corridors. As development continues to occur along the highway corridors, there will be pressure for additional access points. In order to maintain traffic speed and safety along these segments of highway, it will be beneficial to plan ahead and control access locations along the corridors.
Study Advisory Team:

A Study Advisory Team has been formed to guide the study through completion. The Study Advisory Team is comprised of representative parties of the SDDOT, City of Pierre, and Hughes County. Members of the Study Advisory Team are:

<table>
<thead>
<tr>
<th>Name</th>
<th>Position</th>
<th>Agency</th>
</tr>
</thead>
<tbody>
<tr>
<td>Stacy Bartlett</td>
<td>SDDOT – Pierre Region</td>
<td>SDDOT</td>
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<tr>
<td>Jeff Brosz</td>
<td>SDDOT – Transportation Inventory Management</td>
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<tr>
<td>John Childs</td>
<td>City of Pierre – City Engineer</td>
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<td>John Forman</td>
<td>SDDOT – Pierre Region</td>
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<td>Steve Gramm</td>
<td>SDDOT - Project Development</td>
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<tr>
<td>Kevin Hipple</td>
<td>Hughes County Planning &amp; Zoning</td>
<td>Hughes County</td>
</tr>
<tr>
<td>Sharon Johnson</td>
<td>FHWA</td>
<td>FHWA</td>
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<tr>
<td>Sharon Pruess</td>
<td>City of Pierre – City Planner</td>
<td>City of Pierre</td>
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<tr>
<td>Leon Schochenmaier</td>
<td>Pierre City Administrator</td>
<td>Pierre City</td>
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<tr>
<td>Neil Schochenmaier</td>
<td>SDDOT – Road Design</td>
<td>SDDOT</td>
</tr>
<tr>
<td>Laurie Schultz</td>
<td>SDDOT – Adminstration</td>
<td>SDDOT</td>
</tr>
<tr>
<td>Dean VanDeWiele</td>
<td>SDDOT – Pierre Area</td>
<td>SDDOT</td>
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Additional team members may be added as the study progresses.

Study Expectations:

The study is expected to fulfill the following objectives:

1. Complete a list of transportation issues and needs facing the growth area of Pierre.

2. Develop feasible solutions to address those issues and needs that meet current design standards and/or traffic level of service expectations under both the current and predicted future traffic conditions while promoting a livable community that will enhance the economic and social well-being of Pierre area residents.

3. Create final products for use by the City of Pierre, Hughes County and the SDDOT which will provide guidance to implement recommended improvements and react to future development plans within the area.
**Area of Study:**

The study area encompasses the area indicated by the red boundary line in the map below. The Pierre growth area is indicated by the Orange hatching. The highway corridors to have an access management plan developed are shown in Violet.

![Figure 1](image-url)
Scope of Study:

The Study Advisory Team believes the study needs to include, but not be limited to, the following tasks:

1) **Kick-Off Meeting**: The consultant shall facilitate a meeting in Pierre with the Study Advisory Team to confirm expectations and to finalize the work plan.

2) **Methods & Assumptions**: The consultant shall facilitate a meeting to determine the assumptions to be used during the course of the study. Resulting from that meeting, the consultant shall develop a Methods and Assumptions Document in accordance with the *Method and Assumptions Template for SDDOT Planning Studies*.

3) **Baseline Conditions Analysis**: The consultant should prepare an approach to assess the existing transportation network within the study area. At a minimum, the study advisory team believes this analysis will need to:
   a) Obtain and review current ordinances and guidelines.
   b) Gather base mapping data.
   c) Obtain daily traffic volume counts where needed. (Available SDDOT counts off of the state highway system can be found at [http://www.sddot.com/transportation/highways/traffic/Default.aspx](http://www.sddot.com/transportation/highways/traffic/Default.aspx).)
   d) Obtain 12 hour turning movement counts at the 20 intersections listed below and indicated by gold stars in the map in figure 2.

   - US14 / US83 / Euclid Avenue & 4th Street
   - US14 / US83 & SD1804
   - US14 / US83 & Duluth Avenue
   - US14 / US83 & Saunders Avenue
   - US14 / US83 & US14 B / US83 B/ Garfield Avenue
   - US14 / US83 & Kingsway Road / North Airport Road
   - US14 / US83 & Plainview Road
   - US14 / US83 & Buhl Avenue
   - US14 / US83 & the Triple M Travel Plaza Access
   - US14 / US83 & 293rd Avenue
   - US14 / US83 & Grace Avenue
   - US14 / US83 & Cendak Road / 205th Street
   - SD1804 & Range Road
   - US14 B / US83 B (Garfield Ave.) & Brookstone Loop
   - US14 B / US83 B (Garfield Ave.) & 4th Street / Airport Road
   - US14 B / US83 B (Garfield Ave.) & Harrison Avenue
   - US14 B / US83 B (Garfield Ave.) & Elizabeth Street
   - North Airport Road & Airport Road
   - 4th Street & Governor’s Drive
   - 4th Street & Abbey Road
e) Determine locations and obtain vehicle classification and speed data from the SDDOT.

f) Gather other relevant data (land use, design plans, photography, utilities, functional classifications, existing development plans, etc.).

g) Identify traffic safety problems based on accident history and potential traffic safety areas based upon local knowledge.

h) Identify parking issues and needs.

i) Identify bicycle / pedestrian facilities, connections and needs.

j) Identify transit issues and needs.

k) A cursory review to identify airport issues and needs.

l) Identify freight issues and needs.

m) Determine existing levels of service and operating conditions along key routes and intersections. Include analyses of AM peak, PM peak, and volume/capacity ratio for the existing time frame.

n) Review City and County development practices within the study area.

o) Review existing street / roadway design standards of all applicable agencies.

p) Identify existing capacity, geometric, right of way, and other deficiencies along key routes and the 13 intersections identified.

q) Develop a list of transportation issues currently facing the area.
4) **Standards Development:** The consultant shall work with the study advisory team to update existing street / roadway network and cross section standards and develop street / roadway network and cross section standards where lacking. At a minimum, the study advisory team believes this will include:

   a) Review and update where needed the City’s major street plan that includes the preferred location for future arterials & collectors within the study area.
   b) Review the SDDOT’s Administrative Rule on Access Management.
   c) Review the bicycle and pedestrians corridors from the City’s Comprehensive Plan and develop where needed a master bicycle and pedestrian plan for 20 years in the future within the study area.
   d) Review and update where needed the process by which development plans will address roadway and transportation needs associated with the development, particularly the interaction between the City and County procedures in the area of extraterritorial jurisdiction.
   e) Review and update where needed base typical cross sections for various roadway types dependent upon classification.
   f) Review and update where needed standards for access management by street / roadway classification.
   g) Confirm and develop where needed standard traffic levels of service for various roadway types dependent upon classification.

5) **Future Needs Analysis:** The consultant shall build upon the baseline analysis and standards developed to determine the future transportation needs within the study area. At a minimum, the study advisory team believes this analysis will need to:

   a) Forecast traffic for 20 years along key routes within the study area considering forecasted changes in local land use.
   b) Determine future levels of service and operating conditions along key routes and intersections without improvements. Include analyses of AM peak, PM peak, and volume/capacity ratio for the 20-year time frames.
   c) Identify capacity, geometric, right of way, and other deficiencies along key roadway routes identified for 20 year time frames.
   d) Identify roadway, airport, transit, freight, pedestrian, and bicycle transportation future needs that will help promote Pierre as a livable and sustainable community.
   e) Within the City of Pierre's growth area, develop a street layout plan for all future streets in accordance with the major street plan.
   f) Develop an access management plan for both the US14 / US83 and SD1804 corridors.
6) **Final Report:** The consultant shall prepare and submit a final report, including an executive summary and standalone chapters containing access management reports for both highway corridors. The report, at a minimum, shall:

   a) Identify projects needed to address existing and future deficiencies, including description of work, estimated range of year of need, and cost estimates.
   b) Highlight enhancements to existing transportation facilities and future roadway links.
   c) Proposed solutions for identified problem areas.
   d) Proposed action plan for the traffic handling of special events at the proposed event center.
   e) Listing of desirable but not necessarily needed projects, including description of work and cost estimates.
   f) Prioritization for the implementation of recommended solutions.
   g) A methodology for the prioritization of improvement projects.
   h) An assessment of potential impacts of proposed solutions.
   i) A quantification of benefits of proposed solutions and improvement projects.
   j) A quantification of costs of proposed solutions and improvement projects.
   k) Standalone Access Management Reports for both the US14 / US83 and SD1804 corridors.

7) **Public Meetings:** The consultant team shall prepare, advertise, and facilitate a minimum of two (2) stand alone evening public meetings. The consultant shall also prepare a comprehensive written review of each meeting. It is anticipated that the meetings may include some discussion regarding issues outside of the study area. These issues should be recorded within the written review of the public participation meeting; however, it is not the intent of the study to solve issues outside of the study area. The consultant shall have, but not be limited to, the following:

   - One public meeting as part of the baseline conditions analysis to introduce the project and gather information pertaining to the needs and desires of the community.
   - One public meeting at least 30 days prior to the submitting the final report to present preliminary results and gauge public reaction to solution ideas to be included within the final report.

Additional public meetings may be needed as determined by the Study Advisory Team. For each meeting, the consultant shall provide the SDDOT the public meeting notice for review and approval prior to its publication to ensure the notice meets SDDOT requirements. At a minimum, publication of the notice shall occur twice, with the last notice published a minimum of 10 days prior to the meeting in the Pierre Capital Journal newspaper. The final proof from the publisher of the meeting notice shall be provided to SDDOT prior to publication. An Affidavit of Publication from the publisher will be required for reimbursement. The
SDDOT and the City of Pierre shall be allowed to issue press releases based upon the public notice and advertise the meeting on their websites.

8) Public Input Period: The consultant shall allow for the public to provide input into the study for a minimum period of two weeks following each public meeting. Public comment sheets shall be made available at all public meetings. The public comment sheets shall include a return address. An email address shall also be provided for the public to send their comments and concerns.

9) Joint City Council – County Commission Meetings: The consultant shall appear twice at a joint meeting of the Pierre City Council and Hughes County Commission. The first appearance is to be held sometime prior to and in conjunction with the first public meeting to inform the groups of the study’s intent and garner their input. The second appearance should be at the draft final report stage to explain the preliminary results, gather input, and gauge reaction to solution ideas to be included within the final report. For other Pierre City Council and Hughes County Commission meetings, the consultant shall provide information to the SAT as requested to provide updates.

10) Stakeholder Meetings: The consultant shall facilitate stakeholder meeting(s) in the morning(s) and/or afternoon(s) during the same trip as each set of evening public meetings. The consultant shall gather input, gauge reaction to the ideas presented and prepare a comprehensive written summary of their meeting with the stakeholders. The stakeholders shall be selected by the Study Advisory Team. Some of these meetings shall be one on one with the stakeholder, while others can be in a group setting. The consultant shall maintain a mailing list of the stakeholders and send an invite to each stakeholder at least one (1) week in advance of the stakeholder meeting.

11) Website: The consultant team shall maintain a website dedicated to the study. The website should be organized in such a way that will help dispense information to the public regarding the status of the study, public meeting announcements, presentations, meeting summaries, and all reports. At a minimum, the website shall allow for public input into the study during the two week public comment periods following each public meeting. The SDDOT, the City of Pierre, and Hughes County shall be allowed to provide direct links to the website from their websites. The website should be active at least ten (10) days prior to the first public meeting. The website shall remain active for a period of at least 6 months after completion of the study to allow public access to the final report. The website 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 is provided. All public meeting notifications, handouts and public comment sheets should list the website address.
12) **Study Advisory Team Meetings:** The consultant shall have a minimum of four (4) face to face meetings with the Study Advisory Team for study coordination. A kick-off meeting should be held within 30 days of the beginning of the study and a meeting should be held during the standards development phase of the study. Two (2) study advisory team meetings are to be scheduled and held prior to each public meeting to gather the Study Advisory Team’s approval on the information being presented. Other meetings will be held as deemed necessary. The study advisory team meeting prior to the last public meeting shall also occur prior to the joint meeting with the Pierre City Council and the Hughes County Commission.

13) **Project Deliverables:** The consultant shall provide the following items to the SDDOT contact person:

- Study Updates in word processing format (Microsoft® Word) or as Portable Document Format (Adobe® .pdf) of the study’s progression due with each invoice.
- An electronic copy for the City of Pierre, Hughes County, and for the SDDOT, in word processing format (Microsoft® Word) or as Portable Document Format (Adobe® .pdf) of all draft reports and executive summary.
- Twenty-five (25) printed copies of the final report and executive summary.
- Ten (10) printed copies of each final access management report.
- An electronic copy for the City of Pierre, Hughes County, and for the SDDOT, in word processing format (Microsoft® Word) as well as Portable Document Format (Adobe® .pdf), of the complete final report, complete access management reports, and the complete executive summary. The PDF file shall be bookmarked for quick navigation to logical sections of the document.
- An ArcGIS geodatabase containing all maps created and data collected.
- CADD (AutoCAD for City of Pierre future use) files for all approved standard typical city street sections.
- Copies of any pertinent working papers and electronic files created during the project.

Please note, as stated in the Master Agreement Contract:

“The CONSULTANT will furnish to the DEPARTMENT all design and check design computations. All documents furnished, including original drawings, software generated electronic files, design computations, and check design computations, will become and remain the property of the DEPARTMENT and may be used by the DEPARTMENT without restriction for any public purpose.

The CONSULTANT will provide survey documents for bench levels and for the checking of bench levels on standard loose-leaf transit field
book sheets. The CONSULTANT will provide all other data collected in an electronic format and will include the following files: FWD file, DGN file, DTM file, ALG file, and the RAW data file. The FWD file, DGN file, DTM file and ALG file, will be compatible with the DEPARTMENT’S current version of InRoads. The RAW data file will be in ASCII format and will include the following information: point number, northing, easting, description, and any pertinent notes corresponding to a particular point.”

To aid in the SDDOT’s future use, all planning level design necessary for completion of this study shall be done in accordance with SDDOT design procedures. As such, the Consultant shall utilize the SDDOT webpage www.sddot.com/business/design/Default to obtain the SDDOT design standards (Road Design Manual), the proper file naming convention and formats necessary (CADD Procedures Manual) and other downloadable Files (i.e. Form Letters, Microstation and InRoads files, Plan Notes, etc.) and other info as necessary so that the electronic files created by this study can be easily adapted by SDDOT for future design purposes.

Files to be transferred to the SDDOT upon completion of the study may include:

- Topography, Right of Way and Design graphics (dgn)
- Digital Terrain Model of original and final surfaces (dtm)
- Original Geometry files (alg)”

After the Study Advisory Team’s review of the draft reports, the SDDOT’s contact person will advise the consultant as to its acceptability and will request any changes that may be desired. It should be anticipated that multiple drafts of the final report documents may be needed before final acceptance. The electronic versions of the executive summary and final report documents shall be due to SDDOT’s contact person ten (10) days prior to the study’s completion date.

Available Information:

The following will be made available to aid the selected consultant in performing the study if the consultant deems them needed:

- Existing vehicular traffic data, including volume and turning movement counts
- Existing crash data,
- Existing structure condition data
- SDDOT Road Design Manual
- Available construction plans
- Available GIS data, including aerial photography
- Pierre Comprehensive Plan 2008-2028
- US14 B / Garfield Avenue Access Plan
Many of these documents are available on the SDDOT’s website, [www.sddot.com](http://www.sddot.com) for review during proposal preparation. Information regarding the availability of specific GIS and/or traffic data from the state can be obtained from Mr. Rocky Hook at 605-773-4404 or rocky.hook@state.sd.us. Information regarding the availability of specific data from the city can be obtained from John Childs at 605-773-3056 or at John.Childs@ci.pierre.sd.us. Information regarding the availability of specific data from the county can be obtained from Kevin Hipple at 605-773-4441 or at Kevin.Hipple@co.hughes.sd.us.
Proposal Deadline:

Proposals are to be submitted to:

Steven Gramm, P.E.
SDDOT – Project Development
700 East Broadway Avenue
Pierre, SD  57501-2586

Proposals must be received no later than 12:00 pm on July 22, 2016. The deadline is firm. Extensions will not be granted. The consultant must submit twelve (12) printed copies and one electronic copy in word processing format (Microsoft® Word compatible) or as Portable Document Format (Adobe® .pdf) of their proposal to this RFP by the deadline. The chosen consultant will be required to provide their modified proposal in word processing format (Microsoft® Word compatible) or as Portable Document Format (Adobe® .pdf) to be included as part of the work order.

Proposals must remain valid for at least 90 days after the deadline. The SDDOT will not acknowledge receipt of proposals unless a stamped, self-addressed post card is included in the proposal package.

Anticipated Start Date:

September 1, 2016

Anticipated End Date:

August 31, 2017

Funds Available:

$ 115,000
Proposal Guidelines and Requirements:

Each proposer must demonstrate in their proposal that they have the professional capabilities needed to accomplish this study. The proposal should contain all information relevant to indicate the consultant team’s abilities to successfully complete this study and give the study advisory team a better understanding of the consultant team’s qualifications.

At a minimum, the proposal should contain the following:

- **Statement of Study Approach:** Describe the approach the consultant proposes to accomplish the study.

- **Proposed Study Team Members:** Provide a written description of the consultant team composition, including disciplines, primary role in regards to the study, and relevant experience. The information provided must clearly indicate the consultant team’s point of contact, the team leader for the study (if different) and the responsible party in each firm who will be providing the required professional experience.

- **Hours by Task Table:** 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' key personnel and support staff in the table. Clearly identify subcontractors' involvement.

- **Commitments:** 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 written consent of SDDOT.

- **Individual Experience:** Provide a description of the background of key members of the consultant team and their specific participation in previous projects that would directly relate to the work planned to be done for this study. This may be done in descriptive text or in resume format.

- **Study Schedule:** Provide a graphic or text calendar to define the proposed study schedule for tasks and set milestone dates.
- Budget: Show the estimated cost for the entire study by SDDOT fiscal year. SDDOT's fiscal years run from July 1 through June 30. A sample budget is shown below.

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Subtotal: $3,317.50 $4,349.18 $7,666.68

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/](http://audit.transportation.org/).

Total funding should not exceed the amount indicated as "Funds Available" on the Request for Proposal. This amount represents what SDDOT 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.
**Proposal Evaluation:**

Proposals will be evaluated by the Study Advisory Team. Selection will be made by the advisory team in consideration of:

- the proposer’s demonstrated understanding of the issues;
- the merit of the proposed approach to the study;
- the probability of success in the achieving the study’s objectives;
- the proposer’s record of accomplishments in related areas;
- the adequacy of the proposer’s staff and facilities;

The SDDOT will afford equal opportunity to all those who submit proposals and will not discriminate in its selection of consultants on the grounds of race, sex, color, physical handicap or national origin.

Proposers should anticipate being notified of the results of the selection process in writing no later than August 31, 2016.

**Ownership of Proposals:**

All proposals submitted become the property of the South Dakota Department of Transportation. SDDOT has the right to use all information presented in any proposal, unless it is annotated as being proprietary. SDDOT considers all information contained in proposals as privileged and reserves the right to maintain its confidentiality. Selection or rejection of a proposal does not affect these rights. SDDOT reserves the right to reject any and all proposals submitted. SDDOT may, under certain conditions, negotiate with the proposer to address specific weaknesses in a submitted proposal.

SDDOT is not responsible for any costs incurred by proposers, including proposal preparation, prior to execution of a contract.

Questions should be submitted to:

Steve Gramm, P.E.
SDDOT – Project Development
700 East Broadway Avenue
Pierre, SD 57501-2586
Phone (605) 773-6641
Email steve.gramm@state.sd.us.