

**Request for Proposals  
Metropolitan Transportation Plan  
for the  
Rapid City Area Metropolitan Planning Organization**

## **INTRODUCTION**

### **Overview**

The City of Rapid City in conjunction with the Rapid City Area Metropolitan Planning Organization (MPO) and the South Dakota Department of Transportation (SDDOT) is soliciting proposals from qualified consultants to prepare the Metropolitan Transportation Plan (MTP) for the Rapid City Area Metropolitan Planning Organization.

### **Background**

Every five years, the Metropolitan Planning Organization produces a Metropolitan Transportation Plan, previously known as the Long Range Transportation Plan. The purpose of this plan is to encourage and promote a safe and efficient transportation system to serve future year transportation demands. Results of the MTP process are intended to serve the overall mobility needs of the area, while also being cost effective and consistent with state and local goals and objectives.

The Rapid City Area MPO is located in western South Dakota and includes the City of Rapid City, the City of Summerset, the City of Box Elder, the City of Piedmont, and portions of Pennington and Meade Counties. The MPO manages the transportation network and mobility needs for the defined MPO area and recognizes the inter-connectivity between network accessibility and land use development patterns. Prior decision making has focused on producing a multi-modal transportation network consisting of roads, transit service, bicycle/pedestrian facilities, and a regional airport. These modes of transportation provide a foundation for handling the flow of goods and services to and from the area, as well as establish a system for area residents to access jobs, shopping and recreational facilities.

This document presents the tasks and data requirements to identify and develop a list of transportation projects to meet anticipated future demand needs of the Rapid City Metropolitan Planning Area (MPA) through the year 2050. Major components of this process include consistency with federal and state guidelines and significant attention to public participation, mapping, data development, and model validation. These components will establish a policy foundation for metropolitan transportation decisions affecting the MPA and are described in more detail in the following list of tasks.

### **Project Description**

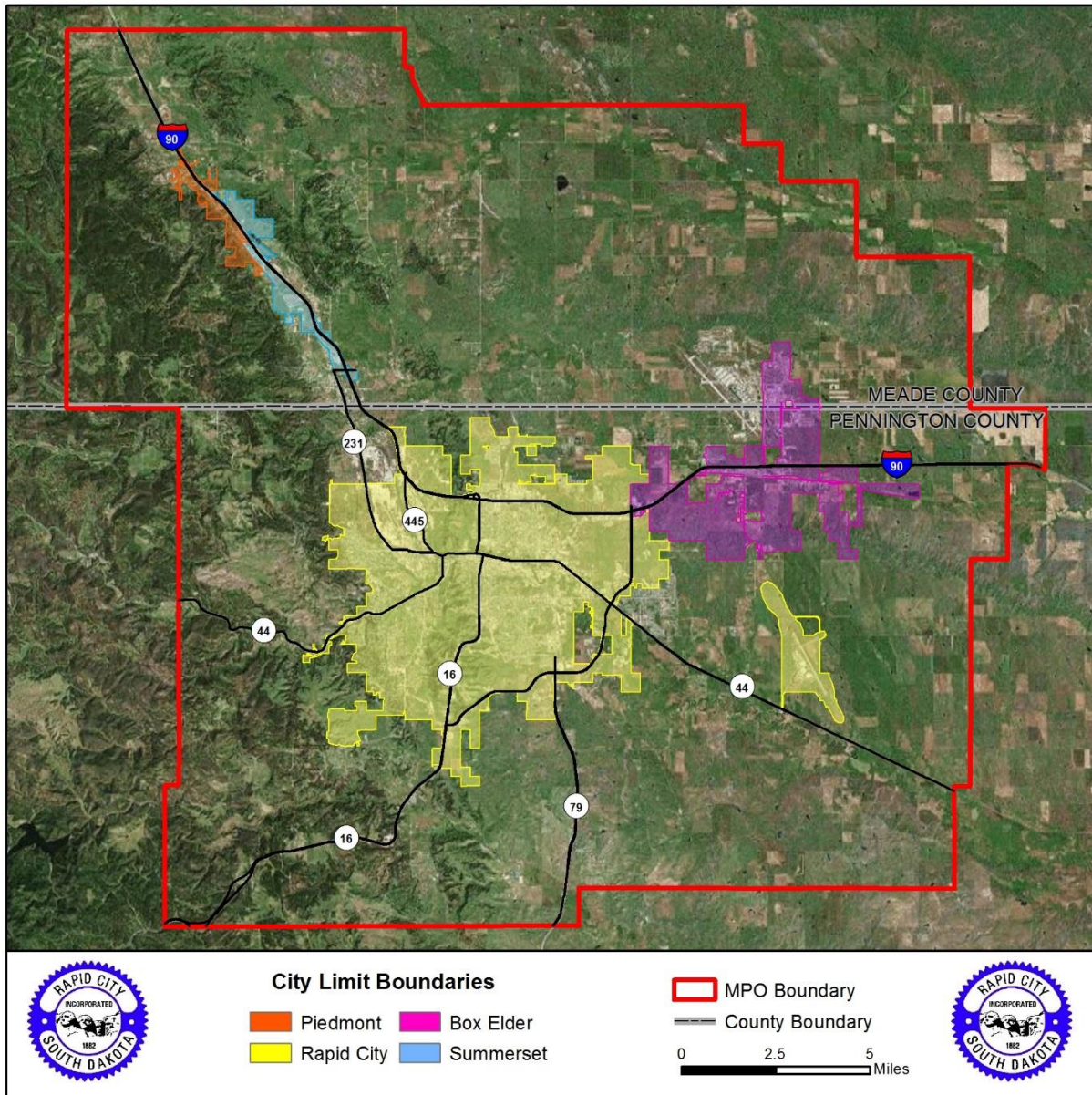
This Rapid City Metropolitan Planning Area Metropolitan Transportation Plan will have the following components: a review and analysis of the existing Major Street Plans for all of the MPO member agencies, as appropriate, complete year 2050 traffic forecasts for MPA to identify future transportation needs by developing and validating the travel demand forecast model, and the development of goals, strategies, and performance measures to identify planning and prioritization elements within the MTP and fiscally constrain those future needs.

The MTP shall expand upon the transportation related goals and objectives included in Plan Rapid City, the Comprehensive Plan adopted by the City of Rapid City, the Pennington County Master Transportation Plan, the Meade County Transportation Plan, the Box Elder Strategic

Transportation Plan, RapidTRIP 2045, the existing MTP for the MPO, and other MPO planning studies as applicable.

**Area of Study**

The area of study includes the Cities of Rapid City, Box Elder, Summerset, and Piedmont; Ellsworth Air Force Base; the unincorporated areas of Black Hawk and Rapid Valley; and the developing areas of Pennington County and Meade County. See the included map below for reference.



**Statutory Planning Factors**

The Rapid City Metropolitan Planning Area is designated by the Governor and the MPO Executive Policy Committee and encompasses the 20 year urbanized growth area, as defined in 23 CFR Part 450. As such, its transportation planning process is mandated to meet specific requirements for MPO transportation plans, as set forth in the CFR regulations. Consequently, it is essential that the transportation plans for the Rapid City Metropolitan Planning Area comply with state and federal programs. The CONSULTANT will ensure all requirements of 23 CFR Part 450 relating to the development of an MTP are considered and addressed.

The MTP must demonstrate compliance with the Infrastructure Investment and Jobs Act (IIJA) in accordance with Federal Highway Administration (FHWA) and Federal Transit Administration (FTA) rulings. This compliance includes but is not limited to review of the current scoring mechanism and propose adjustments as necessary to ensure performance based planning is incorporated, performing revenue and project cost forecasting, and creating separate ranking categories for highway, transit, and pedestrian and bike improvements.

## **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 MPO 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 MPO's needs in the proposed project and your staffing commitments to assure your ability to meet the MPO'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 MPO.

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. MPO Obligations – provide a list of all items to be provided by the MPO 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 MPO. This component should also describe a strategy for project management indicating the mechanisms intended to be used to coordinate the proposed work with the MPO.
7. Product Example – provide a link to an example of a Metropolitan Transportation Plan 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 MPO fiscal year. MPO's fiscal years run from January 1 through December 31. A sample budget/invoice is shown below:

Item	FY2024			FY2025			Total
	Rate	Total Estimate Hours	Total Estimated Cost	Rate	Total Estimate Hours	Total Estimated Cost	
<b>Salaries</b>							
Name - Title or ID#	\$20.00	90	\$1,800.00	\$20.60	125	\$2,575.00	
Name - Title or ID#	\$18.00	45	\$810.00	\$18.54	50	\$927.00	
Name - Title or ID#	\$25.00	20	\$500.00	\$25.75	20	\$515.00	
Name - Title or ID#	\$15.00	10	\$150.00	\$15.45	10	\$154.50	
Name - Title or ID#	\$11.50	5	\$57.50	\$11.85	15	\$177.68	
Subtotal:			\$3,317.50			\$4,349.18	\$7,666.68
<b>Fringe Benefits</b> <sup>1</sup>			\$829.00			\$1,087.00	\$1,916.00
<b>Overhead / Indirect Costs</b>			\$2,654.00			\$3,479.00	\$6,133.00
<b>Fixed Fee</b>			\$680.00			\$892.00	\$1,572.00
<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			\$710.00	\$1,060.00
<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	\$1,200.00
<b>TOTAL</b>			\$9,080.50			\$14,917.18	\$23,997.68

- 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/>.

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 MPO, in conjunction with the State of South Dakota, requires that all contractors, vendors, and suppliers doing business with any State agency, department, institution or recipient of pass-through grants, 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 MPO. All materials submitted become the property of the MPO and may be returned only at the MPO'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 MPO. However, the MPO 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 MPO's request. The MPO 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.

Nine (9) 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 2:00 P.M., MST, on January 12, 2024 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 Rapid City Area MPO home page at <http://www.rapidcityareampo.org/> and the City of Rapid City's Transportation Planning Division's home page at <http://www.rcgov.org/departments/community-planning-development/transportation-planning.html>. It is the responsibility of the respondent to check the web page for changed and/or changing documents.

Submit your questions and/or clarifications to the City by **4:00 P.M., MST, on December 29 , 2023**. All questions and/or clarifications submitted, along with the answers, shall be posted on the home page of the Transportation Planning Division's webpage by **4:00 P.M., MST, on January 5, 2024**.

**Time Line**

The proposed schedule for the RFP process is as follows:

RFP Publication	<b>December 19, 2023</b>
Deadline for submission of written inquiries	<b>December 29, 2023</b>
Responses posted to inquiries	<b>January 5, 2024</b>
Proposals due	<b>January 12, 2024</b>
Anticipated award decision/contract negotiations	<b>January 31, 2024</b>
Draft plan for review completed	<b>June 2025</b>
Final plan completed	<b>August 2025</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 MPO. 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 MPO.
- 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 MPO. This list of criteria is meant for informational purposes only. The MPO 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 MPO. The MPO 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 MPO on the date scheduled may result in rejection of their proposal.

The MPO 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 MPO reserves the right to waive irregularities in the proposals. The MPO reserves the right to advertise for new proposals if, in its judgment, the best interest of the MPO 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 MPO 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 MPO.

## **SCOPE OF WORK**

The MPO is interested in receiving proposals from a consultant possessing experience with Metropolitan Transportation Plans, and a proven record of accomplishment when working with communities of similar size.

This Rapid City Metropolitan Planning Area Metropolitan Transportation Plan will have the following components: a review and analysis of the existing Major Street Plans for all of the MPO member agencies, as appropriate, complete year 2050 traffic forecasts for MPA to identify future transportation needs by developing and validating the travel demand forecast model, and the development of goals, strategies, and performance measures to identify planning and prioritization elements within the MTP and fiscally constrain those future needs.

The MTP shall expand upon the transportation related goals and objectives included in Plan Rapid City, the Comprehensive Plan adopted by the City of Rapid City, the Pennington County Master Transportation Plan, the Meade County Transportation Plan, the Box Elder Strategic Transportation Plan, RapidTRIP 2045, the existing MTP for the MPO, and other MPO planning studies as applicable. Metropolitan Transportation Plan work elements include:

- A. Project Coordination:** Consultant will develop a work plan that includes, but is not limited to the following:
- Kick Off Meeting – Consultant shall facilitate a meeting with the Study Advisory Team to confirm expectations and to finalize work plan.
  - Methods and Assumptions – 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 MPO Planning Studies. This may be combined with the Kick Off Meeting.



**B. Public Involvement:** Consultant will develop a public involvement strategy for the MTP process. This strategy will be consistent with the MPO's Public Participation Plan and an outreach program will be conducted to involve the elderly, persons with disabilities, minorities and the low income community and other groups traditionally under-represented in the plan process. Strategies to solicit input from the business, environmental and other communities of local significance will also be addressed. This will include, but is not limited to:

- Study Advisory Team – The Study Advisory Team is expected to meet 2-3 times during the project period for the consultant to provide progress reports and solicit feedback. Additional teleconference and/or videoconference meetings may be necessary.
- Public/Stakeholder Meetings – Three or more public meetings will be held during the project period at which the consultant will make the lead public presentations regarding study methods, findings and recommendations of the study, and to receive public input. The consultant will organize and notice these meetings. For each meeting the consultant will provide the MPO the public meeting notice for review and approval prior to its publication to ensure the notice meets MPO requirements.
- 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.
- Development of Needs Plan
- Recommendations (Draft Report Stage)
- MPO Committee Meetings – Consultant will present the draft plan to all three MPO committees.
- Other Opportunities – Consultant may provide suggestions for other virtual and/or pop-up public involvement opportunities.

**C. Webpage:** Consultant shall provide, maintain, and continually update a webpage and a Facebook page dedicated to the study as it becomes available. The webpage and Facebook page will 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. The webpage and Facebook 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 to the final report. The CONSULTANT shall also provide the access to the webpage and Facebook page as requested by the MPO.

**D. Model Development and Validation:** The purpose of this task is to develop, validate and calibrate the 2022 Base Year Model with year 2022 traffic counts. The current Rapid City Area MPO model was developed in 2004 and has been subsequently updated for each Long Range/ Metropolitan Transportation Plan. The existing model runs on TransCAD version 9.0. Due to the changes in TransCAD software since the model was developed, a new model and model interface shall be developed, compatible with the latest version of TransCAD. The MPO has developed year 2022 and year 2050 population and land use inventories and forecasts. The end product of this task will be a validated travel demand forecast model capable of forecasting and evaluating future travel demand for alternative highway networks using TransCAD.

The entire validation process will be documented. Documentation will include a step-by-step procedural guide for the complete model set and will identify all parameters specific to the travel demand forecast models. Details will be provided describing key decisions and conclusions from each step of the process, including trip generation, trip distribution, mode-split and traffic assignment to completion. The acceptable or tolerable range/limits for the various parameters generated in the model validation procedures that follow will be those established by the SDDOT and Federal Highway Administration. The CONSULTANT will provide all associated files in a format compatible with TransCAD.

- E. Year 2050 Transportation Needs Plan and Fiscally Constrained Plan:** The purpose of this task is to develop a Metropolitan Transportation Plan that identifies the transportation system modifications required to meet future year mobility demands. This will be accomplished through the development of a Year 2050 Needs Plan that identifies highway modifications.

A Year 2050 Fiscally Constrained Plan will also be developed by ranking projects within a fiscally constrained plan. Those projects for which financial resources cannot be identified based on needs or priority shall be included in a list of unfunded transportation needs. This plan builds upon the Needs assessment to select a list of projects that can be funded with available revenue sources.

Both the Year 2050 Needs Plan and the Year 2050 Fiscally Constrained Plan will include narrative descriptions of the "major" and more significant projects in the Plan. Any preliminary engineering studies and NEPA phases shall also be included in the MTP.

- F. Transportation Performance Management::** In keeping with the performance management measures that are listed in 23 U.S. Code § 150, the Consultant will work with the MPO to incorporate existing performance data into the project scoring process.
1. Safety – The Consultant must be able to access crash data from SDDOT and the member jurisdictions of the MPO for use when analyzing and comparing safety impacts for various projects.
  2. Infrastructure Condition – The Consultant will obtain a copy of the latest bridge and pavement data for the MPA and use it determine how the projects listed in the MTP would improve the existing conditions.
  3. Congestion Reduction – The Consultant will obtain a copy of the TransCAD 2018 base year Travel Demand Model from the MPO for use when analyzing and comparing congestion reduction impacts for proposed projects.
  4. System Reliability – The Consultant will obtain a copy of the system performance data from SDDOT and use it determine how the projects listed in the MTP would improve the existing conditions.
  5. Reduce Project Delivery Delays – The Consultant will work with MPO and SDDOT district staff to review and determine the overall project readiness for each proposed project and assign a score.

- G. Planning Emphasis Areas (PEA):** In keeping with the memorandum dated December 30, 2021 jointly issued by the Federal Highway Administration (FHWA) and Federal Transit

Administration (FTA), the Consultant will propose a methodology for incorporating the following PEA into the planning process.

1. Tackling the Climate Crisis – Transition to a Clean Energy, Resilient Future
2. Equity and Justice in Transportation Planning
3. Complete Streets
4. Public Involvement
5. Strategic Highway Network (STRAHNET)/U.S. Department of Defense (DOD) Coordination
6. Federal Land Management Agency (FLMA) Coordination
7. Planning and Environmental Linkages (PEL)
8. Data in Transportation Planning

**H. Bicycle and Pedestrian Master Plan Update (Optional):** The purpose of this task is to update the Bicycle and Pedestrian Master Plan adopted in 2020. This shall entail a review and update of the Plan to ensure that the goals, existing conditions, user needs assessment, recommendations, and implementation plan comply with current standards. Updates to the document, including maps, shall be included in this task.

As this task is considered optional, a separate line item for the update shall be provided in the proposed budget.

**I. Reports and Meetings:** The consultant will provide local and state representatives with twenty (20) copies of the draft Metropolitan Transportation Plan prior to completion of final draft reports. The draft will include an executive summary, preliminary findings and recommendations, and any other information developed as part of the study. The consultant shall review and become familiar with the requirements of the Federal Highway Administration which pertain to metropolitan transportation planning and federal aid road projects; and, include all necessary items in the report to satisfy those requirements.

The consultant will provide twenty (20) final reports of the analysis for submittal to the South Dakota Department of Transportation, Federal Highway Administration, and local governments for use in the planning process.

The consultant shall be required to present the draft report of the Metropolitan Transportation Plan to the Rapid City City Council, the Citizen's Advisory Committee, the Technical Coordinating Committee, and the Executive Policy Committee.

**J. Deliverables:** The consultant shall provide the following items to the MPO contact person:

- Monthly invoices and Study updates in word processing format (Microsoft® Word) or as Portable Document Format (Adobe® .pdf) informing of the study's progression
- A GIS geodatabase (ESRI ArcMap® \*.gdb, version 10.7.1 or higher) and a TransCAD geographic file (version 9.0 or higher) of all model networks and outputs
- Twenty (20) printed copies of the draft report and executive summary
- An electronic copy, in word processing format (Microsoft® Word) and Portable Document Format (Adobe® .pdf), of the draft report and executive summary
- Twenty (20) printed copies of the final report and executive summary
- An electronic copy, in word processing format (Microsoft® Word) and Portable Document Format (Adobe® .pdf), of the complete final report and the complete executive summary

- Copies of any pertinent working papers and electronic files created during the project
- All supporting meeting materials for the public involvement process including any presentations, hand-outs, surveys, etc.