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## Cheyenne Metropolitan Planning Organization

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# WEST LINCOLNWAY LANDSCAPE PLAN

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### Southside

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# Request for Proposals

**Due January 18, 2012**

Request for proposals to prepare a landscaping plan for the southside of W. Lincolnway, adjacent to the UPRR property and select northside properties.

December 20, 2011

The Cheyenne Metropolitan Planning Organization (Cheyenne MPO) hereby requests the professional services described in the attached draft SCOPE OF WORK. Qualified firms are invited to submit a letter of interest, eight (8) copies of a proposal, and one sealed envelope with the firm's fee schedule and cost estimate to:

Contact: Nancy Olson  
Address: Cheyenne Metropolitan Planning Organization  
Room 205  
2101 O'Neil Avenue  
Cheyenne, WY 82001  
Phone: 307-638-4385  
Fax: 307-637-6308  
Email: nolson@cheyennecity.org

Proposals should be limited to 8 ½ x 11 sheets for a maximum of twenty total pages, not including the cover or back sheets. Proposals may be stapled in the upper left hand corner without binding to save printing costs, and this presentation will be acceptable. The Cheyenne MPO will select the consultant from those responding to this request. The Cheyenne MPO will consider responses received by 4:00 p.m. Mountain Time on January 18, 2012.

## **CONTENT AND FORMAT OF SUBMITTAL**

1. **Project Approach** – Briefly describe the way that your firm or team would address the work outlined in this request or such additional work as you feel required to address this request.
2. **Project Team** – Identify the project team members and their position in the team, briefly outlining the responsibilities of each member. Include any anticipated sub-consultants with the project team.
3. **Schedule** – Describe the schedule you would propose to accomplish the work described under SCOPE OF WORK. A bar chart is suggested that includes key milestones and meetings.
4. **Modifications to SCOPE OF WORK** – The Scope of Work that is attached is a draft and we welcome your discussion of a more appropriate and /or detailed Scope of Work.
5. **Other information** – Any additional information you believe would be useful to the selection committee should be placed in this section. Focus on how your firm best meets the selection criteria. Selection will be made by a committee.

### **Please Note:**

The City of Cheyenne is the fiscal agent for the Cheyenne MPO, and contracts will be sent to the City Governing Body for approval if the final contract is \$35,000 or greater. All proposals received will be

considered public information by the City of Cheyenne/MPO. Consultants are advised that any information considered by them to be trade secret, privileged or confidential data should not be revealed in the proposal. Contents of proposals received and completed rating sheets will be made available to anyone requesting them after the selection process has been completed and the contract has been awarded.

## **SELECTION PROCESS**

Proposals will be reviewed by a selection committee appointed by the Cheyenne MPO. This committee may be composed of representatives of the City, County, Cheyenne MPO, WYDOT, and/or FHWA. The committee will interview three or more selected firms from those responding to this announcement. After interviews are completed, the committee will score the Consultants using the Scoring Criteria sheets included in this RFP. One Firm will be selected based on the highest total weighted score. The selected firm's fee schedule and cost estimate envelope will be opened. The Cheyenne MPO will proceed to negotiate a contract. The negotiations will focus on finalizing a detailed scope of work and cost for the project. In the event a satisfactory agreement cannot be reached, negotiations will be terminated and the MPO will then negotiate with the second place firm. This process will be followed until a mutually satisfactory agreement is reached.

The Cheyenne MPO follows the Qualification based selection found in The Brooks Act, Public Law 92-582. The Cheyenne MPO may award the project to the proposing firm that best meets the needs of the project.

## **COST**

Cheyenne MPO has funds budgeted for this project and reserves the right to amend the budget, if necessary. The final budget will depend upon the specific Scope of Work and the negotiated fee schedule. Negotiations could focus on adjusting the Scope of Work. If the consultant feels that portions of the work could be done by the Cheyenne MPO or City/County staff with a commensurate savings to the Cheyenne MPO, the particulars should be mentioned in the section of the Proposal dealing with Modifications to the Scope of Work. The current budget identified in the FY `12 UPWP is \$25,000.

## **CONSULTANT INVOLVEMENT**

The consultant will hold meetings as needed with the Steering Committee, City, County, and/or WYDOT staff during the course of the project. The Consultant can expect meetings at the project kickoff, prior to all public meetings, two to three weeks after all draft submittals and at the conclusion of the project to ensure all concerns from all stakeholders have been addressed satisfactorily.

Cheyenne MPO through the GIS Cooperative will provide the existing mapping data, reports and project information. The consultant will use existing data to the greatest extent possible. If the consultant believes additional or new data is necessary, they should state so in the Proposal. The consultant will also prepare such graphics and other maps that may be needed to illustrate the recommendations, and alignments and improvements proposed. The consultant will be responsible for preparing the final recommendations in a map and report format, as well as, electronically.

Extensive effort will be made to obtain public input and will involve advertisement and active solicitation. At least two public meetings, with appropriate visual aids, will be held in the study area to gather citizen input and disseminate results. Before presentations of the final document to the City and County Governing Bodies, there will be meetings with the MPO Technical and or Citizen's Advisory Committees and the City and County Planning Commissions.

The consultant will be responsible for miscellaneous copies for review to MPO Staff as needed throughout the project (up to 20 copies). The consultant will be responsible for providing ten hard (10) copies of the preliminary draft report. The consultant will be responsible for providing ten (10) hard copies of the final report and maps after its adoption by the Governing Bodies and/or WYDOT Executive Staff, along with electronic copies in PDF format.

## **FOR FURTHER INFORMATION**

Further general information can be obtained by contacting Nancy Olson, Transportation Planner II at 307-638-4366. Questions about the project should be submitted in writing by email or U.S. mail at [nolson@cheyennecity.org](mailto:nolson@cheyennecity.org) or 2101 O'Neil Avenue, Room 205, Cheyenne WY, 82001. Questions will be formally answered and then distributed to all proposers.

**SCORING CRITERIA**

<b>PROJECT: West Lincolnway Landscape Plan- Southside</b>				
<b><u>CRITERIA</u></b>	<b><u>DESCRIPTION</u></b>	<b><u>WEIGHT</u></b>	<b><u>SCORE</u></b> <b>(0 - 10)</b>	<b>TOTAL</b>
<b>Planning process</b>	Demonstrated technical expertise and ability of consultant to develop and implement a comprehensive transportation planning process. Such process will foster consensus building between various stakeholders involved in the plan.	<b><u>10</u></b>		
<b>Adequate resources</b>	Sufficient available staff and equipment to complete the proposed work within the requested time frame.	<b><u>10</u></b>		
<b>Public process and involvement</b>	Demonstrated ability to work with the citizens, public agencies and private sector. Consultant's ideas, methods and past experiences that will be utilized to obtain public participation.	<b><u>9</u></b>		
<b>Project innovations</b>	Ideas or suggestions to improve the schedule, feasibility, cost savings and/or scope of the project.	<b><u>9</u></b>		
<b>Familiarity with project</b>	Knowledge of project background, needs, goals, limitations, and special considerations.	<b><u>8</u></b>		
<b>Proposal quality</b>	Readability, completeness, brevity, and organization of the proposal.	<b><u>8</u></b>		
<b>Performance on past projects</b>	Success on previous projects in the way of project quality, budget, schedule and cost control.	<b><u>7</u></b>		
<b>Applicable education and experience</b>	Education, experience with similar work, and verification of pertinent requirements of Wyoming law concerning the practice of the professional services required.	<b><u>6</u></b>		
<b>Equal opportunity</b>	Consultant's record on affirmative action and response to relevant policies regarding minorities, women and disadvantaged business in employment contracts.	<b><u>5</u></b>		
<b>Total</b>				

## **Scope of Services for Cheyenne Metropolitan Planning Organization W. Lincolnway Landscape Plan Southside**

### **Background**

As WYDOT began to schedule the reconstruction of West Lincolnway between I-80 and Westland Road for FY' 04, the Cheyenne Metropolitan Planning Organization (MPO) began the planning for landscaping on the corridor. The West Lincolnway Landscaping and Streetscaping Plan, prepared for Dave Ohde and Associates, provided a 35% design plan set for landscaping, streetscaping, and sidewalk on the northside of Lincolnway between Westland Road and I-80. The reconstruction project was postponed many times due to State Highway funding shortages and construction delays. The landscaping plan was completed but then the idea of constructing landscaped medians was brought up and encouraged by citizens and the business community. The MPO modified Mr. Ohde's contract to also include plans for raised landscaped and lighted medians with architectural features that evoked Cheyenne's railroad history. Finally, due to the American Recovery and Reinvestment Act of 2009, funds became available to reconstruct US 30/Lincolnway including the median enhancements.

With the northside plans in hand, the center medians built, and the persistence from citizens, businesses, and economic development agencies, the MPO has budgeted funds to design the W. Lincolnway "gateway" enhancements on the south side in addition to finalizing the landscape/streetscape details for areas on the north side where businesses are willing to participate.

### **Elements of Design**

The consultant will be responsible for developing a conceptual design and provide plans to add landscape, streetscape and decorative fencing on the southside within the variable right of way between the Union Pacific railroad tracks and Lincolnway. The limits of the project will be from The I-80 overpass just west of Little America to the intersection of Lincolnway and Westland Road near the BNSF railroad overpass. The following elements should be considered:

- Cheyenne contextual fencing
- Railroad visual buffers
- Trees, low water plantings and irrigation system
- Opportunities for public artwork

## **Review Existing Documents**

- *City of Cheyenne Road Street and Site Design Planning Standards, 2007*
- *Title 17- Unified Development Code, City of Cheyenne Planning and Development, pending adoption 2012*
- *City of Cheyenne Urban Forestry Tree Selection and Planting Guidelines, <http://cheyennetrees.com/TreeSpecs3.html>*
- Parks and Recreation irrigation standards, Jason Sanchez, Director of Grounds & Maintenance
- W. Lincolnway Landscape plan sets, Northside by Dave Ohde
- W. Lincolnway Median design plan sets by Dave Ohde
- Documentation and sketch plans by Gene Burchett, Kiwanis Median Landscape Committee

## **Coordination and Consultation**

A scoping meeting will be required between the Union Pacific Railroad, WYDOT, Cheyenne MPO, City Engineering, Public Works and Forestry, and others to be determined, to understand the limitation, constraints and opportunities of this project. It will be necessary to obtain from these entities information about the landscaping/streetscaping maintenance responsibilities and cost, GIS data and aerial photography, ROW survey, utility location, etc.

A Steering Committee will be assembled with the assistance of the MPO that may be comprised of staff from the MPO, City Public Works, Engineering, Urban Planning, Forestry, Parks and Recreation, citizen and business owner representation and WYDOT.

## **Public Involvement**

A public participation program will be developed to include Cheyenne area citizens and businesses into the process and achieve their input regarding the final recommendations of the West Lincolnway Landscape Plan, Southside. The MPO or project websites, online survey, MPO Citizen's Advisory Committee, public meetings or other outreach strategies will be considered in the public participation program.

## **Plan Development**

After all Steering Committee and public input has been evaluated and incorporated, where necessary,

the consultant will produce final design documents for the proposed new south side landscape/streetscape plan and final plans for the north side, adjacent to those businesses who have committee to participate. Work will include:

- Final design drawings, specifications, special provisions, quantities, and associated plan information
- Cross-sections and visualization graphics of typical landscape treatments
- Materials list
- Capital, maintenance, and replacement cost estimates
- Sample maintenance agreement for use between the City, WYDOT, property owners and/or volunteer groups.

### **Presentations**

Once draft designs, options, and estimated costs are developed, the consultant will present the plans to the MPO Technical Committee and appropriate UPRR representatives.

The consultant staff will be required to present the final draft plans for approval to the MPO Policy committee and the City Governing Body.

### **Deliverables**

- Electronic copies of all documents, images, draft plans and final plans
- Ten (10) hard copies each of the Draft and Final Plan
- Designed advertisement materials for public participation program
- Condensed plan with essential elements to be incorporated into the Street Enhancement Plan and Toolbox (in progress) as appropriate
- Plan for discouraging pedestrian movements within project limits
- Summary of all meetings
- Web ready documentation of progress for the MPO website