

# Request for Proposals

April 14, 2017

Solicited by the

CHEYENNE METROPOLITAN PLANNING ORGANIZATION



## Cheyenne Frontier Days Traffic Study and Transportation Plan

Proposals Due: **May 5, 2017**

Cheyenne Metropolitan Planning Organization  
2101 O'Neil Avenue, Room 205  
Cheyenne, Wyoming 82001  
(307) 638-4385



April 14, 2017

The Cheyenne Metropolitan Planning Organization (MPO) hereby requests the professional services to develop a Plan for the Cheyenne Frontier Days Traffic Study and Transportation Plan. The consultant will conduct all the tasks identified in the attached 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: Tom Mason  
Address: Cheyenne MPO  
2101 O'Neil Avenue, Room 205  
Cheyenne, WY 82001  
[www.plancheyenne.org](http://www.plancheyenne.org)  
Phone: 307-638-4385  
Fax: 307-637-6308  
Email: tmason@cheyennempo.org

Proposals should be limited to 8 ½ x 11 sheets for a maximum of twenty (20) total pages, not including the cover or back sheets. Proposals should contain: Eight (8) original copies, with all required attachments, that may be stapled or spiral bound. The Cheyenne MPO will select the consultant from those responding to this request. The Cheyenne MPO will consider responses received by 5:00 p.m. Mountain Time on May 5, 2017.

## CONTENT AND FORMAT OF SUBMITTAL

1. **Project Approach** – Briefly describe the way that your firm or team would address the work described in the attached draft SCOPE OF WORK. The proposer should show briefly familiarity with the project area. The proposer is expected to thoroughly review all data submitted and identify potential problems that may arise during the project. The proposer shall formulate and describe a public involvement process in the proposal that fits a project like this.
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 in the SCOPE OF WORK and prepare graphics to illustrate that schedule. Identify the team members and the percentage of time that they will dedicate to each task.
4. **Modifications to SCOPE OF WORK** – The attached Scope of Work is a draft and the MPO is welcome to a discussion of a more appropriate and/or detailed Scope of Work and to also meet all current Federal Requirements.
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.

6. **Sealed Price Envelope** - Provide a complete line item budget for all Phases of the work listed in the Scope of Work, with breakdown of each phase, as necessary to complete the Project as specified in the RFP, its attachments and other documents referenced.

**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.

All proposers may submit inquiries in writing to MPO at any time prior to noon on April 28, 2017. Any written question of a proposer regarding the meaning or interpretation of the RFP, scope of work, specifications, etc., must be submitted to the MPO prior to the above specified date. All clarifications given to any prospective proposer shall be similarly furnished to all prospective proposers in summary form as an addendum to this RFP. No technical assistance shall be given by the MPO to any proposer in preparation of its proposal.

Any or all changes, additions, or clarifications about this RFP shall be issued by the MPO in the form of written addenda. The MPO is not bound by any oral comment, response or representation regarding this RFP.

**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, Cheyenne Frontier Days, WYDOT, and/or other stakeholders. 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 then 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.

## **TENTATIVE SELECTION SCHEDULE** *(SUBJECT TO CHANGE)*

**Advertisement for RFP sent to Paper** – April 12, 2017

**Complete and Advertise RFP** – April 14, 2017

**RFP on website** – April 14, 2017

**Deadline for Questions** – April 28, 2017

**RFP due** – May 5, 2017

**Select which consultant will be interviewed** – May 12, 2017

**Interviews to select Consultant** – May 25-26, 2017

**Draft Contract from Consultant** – June 2, 2107

**Final Contract from Consultant** – June 9, 2017

**Agenda Deadline to Mayor’s Office** – June 21, 2017

**Introduced to Governing Body** – June 26, 2017

**Finance Committee** – July 3 or 5, 2017

**Contract Approved at City Governing Body** – July 10, 2017

**Notice-to-Proceed issued by MPO if Agreement was Approved** – July 11, 2017

## **COST**

Cheyenne MPO has some funds budgeted for this project in FY `17, however, additional funds for this project will be programmed in Federal FY `18. The MPO reserves the right to amend the budget, as necessary. Cheyenne Frontier Days may also contribute to this project. The final budget will depend upon the specific and final Scope of Work and the negotiated fee schedule. If the consultant feels that portions of the work could be done by others, the suggestions should be mentioned in the section of the Proposal dealing with Modifications to the Scope of Work.

## **CONSULTANT INVOLVEMENT**

The consultant will hold meetings as needed with the Project Steering Committee, City Engineering, Cheyenne Transit, Laramie County School District #1 (LCSD#1), Cheyenne Frontier Days (CFD), Cheyenne Police Department (CPD), MPO, and other stakeholders during 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 end of the project to ensure all concerns from all stakeholders have been addressed satisfactorily. Throughout the project, the selected Consultant shall periodically meet with the MPO, CFD and City staff, including but not limited to, commencement of the project, periodically throughout the project, and at the final presentation.

Cheyenne MPO through the GIS Cooperative will provide the existing mapping data, reports and project information. The consultant will use existing data from CFD and the City 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 improvements proposed. The consultant will be responsible for preparing the final recommendations in a map and report format, as well as, electronically.

Effort will be made to obtain public input and will involve advertisement and active solicitation. Before presentations of the final document to the City Governing Body and the CFD Board for adoption, there will be meetings with the MPO Technical, Citizen's Advisory Committee and the City Planning Commissions.

The consultant will be responsible for miscellaneous copies for review to MPO, WYDOT, City, CFD and Steering Committee as needed throughout the project. The consultant will be responsible for providing ten (10) hard copies of the preliminary draft report and electronic files. The consultant will be responsible for providing ten (10) hard copies of the final report and maps after its adoption by the City Governing Body, CFD Board and MPO Policy Committee along with electronic files.

The Final Planning document will contain the below disclaimer within the title pages.

***"The preparation of this report has been financed in part through grant[s] from the Federal Highway Administration and Federal Transit Administration, U.S. Department of Transportation, under the State Planning and Research Program, Section 505 [or Metropolitan Planning Program, Section 104(f)] of Title 23, U.S. Code. The contents of this report do not necessarily reflect the official views or policy of the U.S. Department of Transportation."***

## SCORING CRITERIA

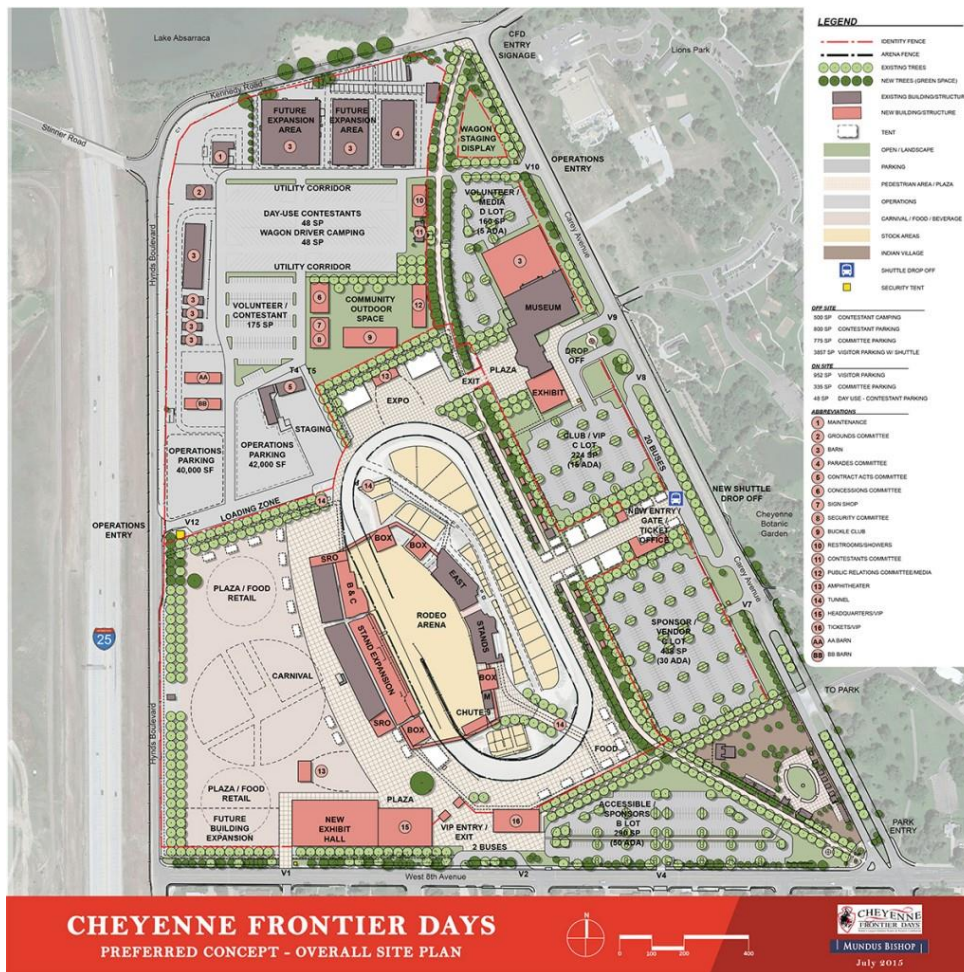
<b>PROJECT: Cheyenne Frontier Days Traffic Study and Transportation Plan</b>				
<u>CRITERIA</u>	<u>DESCRIPTION</u>	<u>WEIGHT</u>	<u>SCORE</u> (0 - 10)	<u>TOTAL</u>
<b>Planning process</b>	Demonstrated technical expertise and ability of consultant to develop and implement a comprehensive transportation planning process. Such process will foster consensus building between various stakeholders involved in the plan.	<u>10</u>		
<b>Proposal quality</b>	Readability, completeness, brevity, and organization of the proposal.	<u>10</u>		
<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.	<u>9</u>		
<b>Performance on past projects</b>	Success on previous projects in the way of project quality, budget, schedule and cost control.	<u>9</u>		
<b>Project innovations</b>	Ideas or suggestions to improve the schedule, feasibility, cost savings and/or scope of the project.	<u>8</u>		
<b>Familiarity with project</b>	Knowledge of project background, needs, goals, limitations, and special considerations.	<u>8</u>		
<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.	<u>7</u>		
<b>Adequate resources</b>	Sufficient available staff and equipment to complete the proposed work within the requested time frame.	<u>7</u>		
<b>Equal opportunity</b>	Consultant's record on affirmative action and response to relevant policies regarding minorities, women and disadvantaged business in employment contracts.	<u>5</u>		
<b>Total</b>				

# INTRODUCTION TO THE CHEYENNE FRONTIER DAYS TRAFFIC STUDY AND TRANSPORTATION PLAN

The Cheyenne Frontier Days CEO and Committee Representatives came to the Cheyenne Metropolitan Planning Organization in December 2016 and asked for help to review and prepare a short-term traffic circulation plan for CFD. Each year the 10-day celebration struggles to handle all aspects of transportation in and around Frontier Park from pedestrians, parking, park-n-ride operations and other general traffic issues. The MPO Policy Committee agreed in March 2017 to help by conducting a traffic study and to also prepare a longer-range transportation plan which could prepare the City and CFD for the traffic and transportation issues that would come about with the implementation of the 2016 CFD Master Land Use Plan.

This year's event held from July 21<sup>st</sup> -30th, 2017 will be the data collection time. Once CFD is over and data in hand, the consultant will turn their attention to analysis and short-term traffic solutions which could be implemented the following year in 2018. Also the consultant will prepare a long-range transportation plan for the CFD which will compliment and implement the Cheyenne Frontier Days Master Land Use Plan prepared by Mundus Bishop.

**A Graphic from the Cheyenne Frontier Days Master Plan**



## **OVERVIEW OF THE TOPICS**

In preparation of developing this RFP and scope-of-work, MPO staff interviewed CFD staff and committee members, Cheyenne Transit Program staff, Laramie County School District #1 transportation staff and the Cheyenne Police Department. Summaries of these discussions are listed below. These will help interested consultants to understand the issues involved and to provide some ideas for solutions for their proposal.

Metropolitan transportation planning process elements from 23 CFR § 450.316 provides fifteen elements which shall be considered, analyzed as appropriate, and reflected in the MPO planning process products. A new element is “Recreational travel and tourism”. This proposed work project falls under that category.

Each year, prior to Frontier Days, contracts and MOUs which pertain to transportation services are prepared and signed between the City of Cheyenne, CFD and LCSD #1. Copies of these agreements from 2016 (#6506, 6507 & 6509) can be found on the MPO web page with this RFP. Agreements for 2017 are expected to be similar.

**Important Notes:** These notes below are detailed enough to provide the prospective consultant with enough information to prepare a proposal. **Do not** visit with the personnel from City, CFD, CTP, LCSD#1 or CPD to prepare your proposal or potential interview. Address all questions to Tom Mason, MPO Director, [tmason@cheyennempower.org](mailto:tmason@cheyennempower.org). **Additionally**, if you do intend to propose on this work, please let Tom Mason know. That way if there are any changes to the RFP and/or there are answers to send out to various questions, he can be sure to get you that information.

### **Frontier Days Traffic discussion held on 1/17/17**

**Attendees:** Tom Hirsig, Ron Newnum, Buck Reisner, Tom Mason and James Sims

Cheyenne Frontier Days desires a study to improve traffic patterns around Frontier Park and to develop traffic/transportation plans to efficiently move vehicles, buses and pedestrians to and from the park during the 10-day event. The most important short-term problem to solve is moving the crowds efficiently as they leave the park after the rodeos and night shows completion. After large sold-out night shows are released, the biggest problem are the many conflicts and “traffic jams” as people wait for buses to take them back to the Park-n-Ride lots. This is exacerbated by vehicles leaving Parking Lot B onto 8<sup>th</sup> Avenue as well as pedestrians crossing 8<sup>th</sup> Avenue to return to their vehicles parked on the local streets in the Avenues neighborhood. Attendees park as far as 8-10 blocks away to the south and southeast during large events. When shows are over, vehicles leaving Parking Lot C out to Carey Avenue are also a problem. This traffic is directed north on Carey, northeast on Kennedy and then allowed to turn left or right onto Central as left turns from Central to Kennedy are restricted.

This proposed traffic study needs to also consider and coordinate the long-term solutions with the CFD proposed Master Plan. <http://www.cfdrodeo.com/cfd-rodeo-vision-mlup/> Carey is the future main gate.



Nighttime street lighting around the area is also lacking. During the last 20 years, the traffic pattern has changed and growing crowds are adding to the problem. Safety is paramount. CFD is working to control the traffic with limited Police Department involvement, as they too are very busy. There are not enough volunteers to help with traffic issues as they are not trained well on handling the traffic problems which include the massive number of people entering and leaving the park all at once. There are conflicts between vehicles, buses and pedestrians.

One of the primary focus of the study needs to be how best to handle big attendance crowds returning to the Park-n-Ride late at night. For Park-n-Ride bus patterns, Cribbon and Hynds are the main ways in and out as they come from/to I-25 and the Park-n-Ride lots. The study needs to look at all the intersections next to the park and those that are impacted far away. Consideration should be given to adding lanes and turn lanes, and possible temporary traffic lights at Carey and 8<sup>th</sup> Ave. and Kennedy at Central or only traffic police direction at peak times. The main question is - "How do we get out better?"

In May 2013, the Cheyenne MPO completed an *8<sup>th</sup> Avenue Corridor Plan*. The plan made recommendations between Hynds Blvd. and Warren Ave. with specific ideas for improving 8<sup>th</sup> Ave next to Frontier Park including lane configurations, crosswalks and pedestrian safety and enhancements. <http://www.plancheyenne.org/mpo-project/8th-ave-corridor/> Both the MPO 8<sup>th</sup> Ave and CFD Master Plan will be utilized to develop this new traffic and transportation plan.

The CFD Master Plan has recommended a change to the parking lot layouts and their ingress and egress. There are many ideas to consider including "can some streets be changed to one-ways?" The Park-n-Ride lot location will be changing too. The current location on Warren Air Force Base property south of Happy Jack Road, west of I-25 will be in place for the 2017 event, but will not be available for use after that. A new Park-n-Ride location and traffic pattern will need to be developed. Currently, the CFD is considering the Holdings property off Otto Road and southwest of I-80 for the 2018 Park-n-Ride location. This lot is another 2.5 mile longer than the current 2.0 mile one way trip.

CFD hopes to implement short-term improvements starting 2018 by utilizing 2017 for data collection. Longer term recommendations would be employed as the CFD Master Plan is implemented. CFD has 10 years' worth of data that needs to be reviewed. Then it needs to be determined what other data should be collected in 2017 to make good recommendations and solutions. We need to see what data is available and what more should be collected in 2017. This data includes but is not limited to: bus trips, numbers on the buses, parking counts on CFD property and other lots and streets, attendance at CFD events and venues, traffic volumes on area streets, pedestrian counts, predominant circulation patterns of cars and people, etc.

**Basic data for CFD:** Rodeo Attendance 2016 = 93,238 in 9 days; Night Show Attendance 2016 = 118,123 in 9 nights; Total Paid Attendance 2016 = 259,193 in 10 days; Largest Night Show attendance can be over 25,000 in the stands only, not counting the carnival area.

## **Cheyenne Transit Program discussion held on January 20, 2017**

**Attendees:** Tom Mason, James Sims, Renae Jording and Kevin Trimmer

There are two bus systems running during Frontier Days; the Cheyenne Transit Program and Laramie County School District #1 school buses under contract with CFD. The CTP takes passengers back and forth to Triumph High School at the corner of Walterscheid and College Drive, the Ice and Event Center on West Lincolnway and the Downtown Parking Structure on 17<sup>th</sup> Street and Carey Ave. After the rodeo and night show, the CTP buses pick up on the curb on 8<sup>th</sup> Ave west of where the school buses stop and then travels north on Hynds to Kennedy to Central to I-25. From Central and Kennedy, 2 buses go left to I-25 and two right to downtown. CTP operates 2 buses to 17<sup>th</sup>, alternating between the park and downtown. They then return to the park by coming up Cribbon to 8<sup>th</sup> Ave. There were 10,200 people moved in 2016 by the CTP buses.

For 2017, there may not be as many buses to spare for this service because of reductions in fleet numbers due to wrecks and repairs. The CTP functions from 8 am to - 1:30 am, 17 ½ hours a day. The CTP fleet includes 23 passenger buses but some people stand in the buses during peak times. The Triumph High School loop is 35 minutes long and has 1 bus on the loop. During peak egress the traffic at Kennedy and Central is out only, left and right. Cost is \$1.50 per person. CFD does not reimburse the City for this CTP service. CFD officers stops traffic on 8th for the School buses but not Cheyenne Transit buses which makes it very difficult for Transit buses to get back to bus stop location.

## **Laramie County School District #1 Discussion held on April 6, 2017**

**Attendees:** Tom Mason, Merle Smith & Nancy Nelson

LCSD#1 is contracted annually to run CFD attendees from the Bull Lot (The Park-n-Ride currently located south of Happy Jack Road, west of I-25 on Warren AFB property) to Frontier Park at the 8<sup>th</sup> Avenue bus pull off near the ticket office. LCSD#1 runs two shifts a day, 8 a.m. – 5 p.m. and 4 p.m. - 1 a.m. Somedays the shifts run earlier. They use 33 school buses, with up to 42 LCSD#1 drivers. There are about 12 other school district employees that provide services as transportation assistants (TA). At Bull lot the TA's would stamp hands of all the people coming out of their cars so that entry fees were taken care of as they arrive at the Park. The cost is \$10 a car for all the passengers which pays for the all-day parking, trips to and from the Park or Downtown and Frontier Park entrance. If a vehicle leaves the Bull Lot then they must repay the \$10. The routes From Bull Lot to Frontier Park is right on Happy Jack, left onto I-25, exit I-25 at Pershing/Randall, straight up Hynds to 8th, east on 8th and left U-turn into pull out. Leaving Frontier Park back to Bull Lot is – traffic on 8<sup>th</sup> is again stopped so buses can turn left onto 8<sup>th</sup> with a U-turn, then right on Snyder, right on Pershing to I-25 and back to Happy Jack.

“Cowboy Triangle Route” started in 2016 and generally runs counter-clockwise. The first leg is run by LCSD#1 from the Bull Lot to downtown at 17<sup>th</sup> and Carey. For the second leg of the “Cowboy Triangle” the CTP runs this with their buses from 17<sup>th</sup> and Carey to Frontier Park up Carey and then left on 8<sup>th</sup> Avenue to their bus stop which is west of the main pullout. The third leg is run by LCSD#1 from the Park

back to the Bull Lot. Two or three LCSD#1 buses were dedicated to the downtown leg depending on need. Return trips for LCSD#1 buses to the Bull Lot take Lincolnway west to Missile Drive then Missile Drive to the Bull Lot. Due to the federal funding of the CTP buses, a dollar fifty per passenger must be charged. LCSD#1 found that some passengers would not want to pay a dollar fifty and would go back to Bull Lot to get back to Frontier Park, (A much longer trip and time involved).

LCSD#1 also covers the volunteer parking lot from the east parking lot off Education Drive at Central High School to the Old West Museum by Carey Ave. and by Gate 10. Three buses run in rotation. Taking volunteers to the Park the route is as follows: From Central's East parking lot, right on Education, right on Manewal, left on Walker Rd., left on Central, right on Kennedy, left on Carey, left into gate 10 by the Old West Museum, follow interior road around to Hynds, exit out of Gate 12, right on Hynds, follow around to Kennedy, right on Central to Yellowstone, left on Manewal, then right on Education back to Central's parking lot.

Taking volunteers back to Central High after rodeos and night shows, the bus route is different and is as follows: right from Central Parking lot, right on Education, right on Manewal, left on Walker, right on Central, south on I-25, exit Pershing/Randall, left on Hynds, turn into the Park at Gate 12, follow the interior road to exit at Gate 10, right on Carey, right on 8<sup>th</sup> Ave., right on Hynds/Kennedy, right on Central, left on Yellowstone, left on Manewal, right on Education back to Central's parking lot.

Transportation is free for the volunteers. The volunteers are given tokens that they use all 10 days to get on the bus.

LCSD#1 also provides shuttle trips for attendees of the Art Show on Thursday before CFD starts. The trip is from the Museum parking lot to the Governor's Mansion at the south gate next to Lake Absaraca.

Another service by LCSD#1 is for Fort D.A. Russell Days - From Frontier Park, buses go to the Base at Gate One on Friday, Saturday and Sunday. Times are from 8 a.m. - 5 p.m. 2 Buses are used for this trip.

One other service is bus transportation on the first Saturday for attendees who arrive downtown at the Historic UP Depot on the Denver Post Train. They used 15 buses last year but plan on only 10 this year. After the parade people are taken to Frontier Park for the rodeo.

LCSD#1 Issues –

- As the buses try to access the 8<sup>th</sup> Ave. pullout, making U-turns can be a big problem when the private tour buses were also in that space. The private buses are given permission to do so, but they really get in the way of the LCSD#1 buses. Currently only one tour bus comes from Hotels.
- After 6 p.m. the Triangle was not utilized and not worth it.
- Returning to the Bull lot, the left turns from the I-25 south bound off ramp are a problem; they are slowed by Happy Jack east bound traffic.
- Hynds is two way and needs to be changed to one-way during this time.
- Leaving the Park, it might be better to go south on Cribbon instead of going south on Snyder due to cars parked close to the 8<sup>th</sup> and Snyder corner and many pedestrians in the way.

- For the Volunteer route, ingress and egress, the recommendation by LCSD#1 is to keep it the same as it is for drop off.
- Traffic on Snyder - With large crowds leaving the Park by way of Snyder and Pershing, buses cannot move efficiently on those streets due to the vehicles that are parked on local streets in the Avenues dispersing. It takes forever to drive down Snyder and on Pershing between Snyder to I-25, especially making a right at the Snyder/Pershing signal and getting through the Randall/I-25 north bound off ramp signal. (A recommendation is that these buses continue down Snyder to 24<sup>th</sup> so to miss the traffic light at I-25 and Randall. The potential problem with this is being stopped by a train on the BNSF tracks.)
- The Traffic Signal at Randall/Pershing and I-25, north bound on and off is too short for buses crossing Randall to get onto Hynds. Much longer green time for north bound off-ramp traffic crossing Randal/Pershing to cross heading north on Hynds is needed.
- When busy at Bull Lot, traffic backs up on South Bound I-25 due to east bound Happy Jack traffic. Buses cannot turn left onto Happy Jack from the off ramp and from Happy Jack into the Bull Lot. This creates a back-up on south bound I-25 exiting to get to the Bull Lot.

Other information - Downtown/Pancake Breakfast - no issues; for the Thunderbirds, LCSD#2 is involved helping LCSD#1 with these trips from Cheyenne Plaza on East Lincolnway between Ridge and College and Wyoming Plaza on Nationway to LCCC.

## **Cheyenne Police Department Discussion held on April 10, 2017**

**Attendees:** Tom Mason, Howard Smith and John Gay

The Cheyenne Police Department is busy with extra Frontier Days activities all over the city. This summary only pertains to CPD operations in, around and nearby Frontier Park. The PD has operations inside Frontier Park for security. However, once night shows are out they move from the Park to the streets to help with traffic control. There are approximately 20 PD staff at the Park. Sixteen are officers, 3 sergeants, 1 lieutenant. Those 20 each have 2 days off during the week. The street corners they work at include 8th and Carey, 8th and Snyder, Carey and Kennedy, and one standing by at 8th and Dey at the bus pull out.

Beyond Park coverage, regular patrol officers cover evenings also. These officers include 2 at Kennedy and Central, one at West Pershing and Snyder, one at 8th and Central, and one at 8th and Warren. These PD personnel are for end-of-Night Shows only. On parade mornings, there are 2 offices at 8th and Carey to cover traffic in and out. At the end of the rodeo two officers cover 8th and Carey, one at 8th and Snyder, one at Carey and Kennedy, one at 8th and Dey and 2 at Kennedy and Central. The PD swing shift comes in to help when the rodeo ends and the night show traffic starts to arrive at the same time especially when the Night Show is expected to be very large.

Obviously, 8th and Carey is the worst intersection given the convergence of all traffic; pedestrians and vehicles. Given that, east bound traffic is directed south on Snyder so the vehicles do not get into the

intersection at Carey adding to the problem. There has been talk about changing traffic flow daily based on # of tickets sold. PD does not support that.

Last year Cheyenne saw the introduction of private pedicabs. There were 10 last year and PD is expecting 20 this year. Getting them to follow the traffic rules is difficult.

The pedestrian main crossings or official cross walks at Carey, Snyder and Dey. However, some pedestrians cross about anywhere hopping over or squeezing through the barricades. Sidewalks on the south side of 8<sup>th</sup> Avenue are narrow 3.5 feet, with some in poor repair, and this adds to the problems for pedestrians. The PD would like grade separated crossings though they know that would be expensive. Temporary traffic signals which could be run manually by an officer would be safer for all. Temporary lights at Kennedy and Central and Carey and 8<sup>th</sup> would be preferred.

### **City Traffic Engineering Thoughts for Consideration**

- Due to recent state legislative changes, 2017 will be the first-year Uber and similar operations run during CFD. It will be interesting to see how that changes operations. It is likely that impacts will evolve over the course of the week.
- General strategy in years past has been that even vehicles with 3 or 4 occupants are too inefficient relative to available space on the park and in the neighborhood, hence the push has been to encourage the use of the various Park-n-Ride options.
- It is difficult to justify expensive upgrades or purchases that are only needed for Frontier Days. For example, a temporary signal at Carey & 8<sup>th</sup> would require an up-front expenditure of \$60,000. That is competing for funding with things that are needed every day of the year.
- Events at Frontier Park are not the only events that week that are competing for resources, personnel, etc. Others include parades, pancake breakfast, Depot Plaza events, static air show (when it's done), Thunderbirds, etc. Items that are currently used to capacity include law enforcement, buses (all owners), barricades, message boards, and public works personnel.
- Neither the City nor WYDOT Traffic is staffed or equipped to actively run the traffic signal system for special events as is done in other communities. Rather, the signals are programmed based on best available data and left to do their thing. Additionally, the current traffic signal control software cannot reliably handle active operations. WYDOT is in the process of procuring a new traffic signal control software, but it will not be operational for 2017. The signal communications infrastructure around Frontier Park is not robust enough to support video feeds. If a communications technology currently being deployed on College Dr. and E. Pershing Blvd. works well, it may be possible to install similar equipment near Frontier Park before the 2018 show.
- Disjointed and fragmented communications has been a never-ending issue. Attempts are being made to get all information collected in one place, but it's a struggle; especially when events that are not formally part of CFD but take place at the same time are included (i.e. Fort D.A. Russell Days; Depot Plaza events; etc.)

- WYDOT (through the TMC) and Wyoming Highway Patrol has some involvement in Frontier Days, mostly on the periphery. WYDOT ITS resources, especially dynamic message signs, are being utilized to direct drivers from the south to the Park-n-Ride lot. There used to be (and probably still is) a protocol in place for CFD to request a change in message if the Park-n-Ride lot filled to capacity. In at least some past years, queues to enter parking at Frontier Park became so long that they spilled onto I-25 from the Central interchange.

## **The Cheyenne Frontier Days Master Plan General Observations**

Ayres Associates was hired by Mundus Bishop as a sub consultant in 2015 to develop Park-n-Ride routes and delineate the Parking lot designs for the Master Plan. No major modeling was conducted, just projected time estimation and routing. The new Master Plan has all of Lot B dedicated for handicap/ADA parking. In general, on-site parking is reduced in the Master Plan from the current configuration. Given that, where is current parking going to be displaced and where will more parking be added given the ever-increasing crowds? On-site drainage was also not addressed in Master Plan. The Plan talked of the Cowboy contestants staying at the Laramie County Archer Complex. How will they be transported and how do horsemen get their horse trailers in and out the day of competition?

## **DRAFT SCOPE-OF-WORK**

### **Phase I – Data Collection**

The consultants shall develop a work plan to collect data during the 10-days of Cheyenne Frontier Days, 2017. Data can be either statistics already available and compiled from CFD, CTP, CPD, LCSD#1 in recent past or needs to be collected by the consultant during the event. Consultant must check with the MPO/agencies to confirm what they have or will have so that duplication will not occur. Data to be collected shall include at a minimum:

- 1) By Consultant during event:
  - a) Approximate pedestrian counts as they approach Frontier Park, south and southeast from the Avenues and from the Lions Park area.
  - b) Vehicle parking counts in nearby areas such as Lions Park and the area around Lake Absaraca.
  - c) Traffic Counts on the streets bordering Frontier Park.
  - d) Traffic Counts on the main streets that bring traffic to the area.
  - e) Turning Movement Counts at main intersection next to Frontier Park and others nearby that are impacted by traffic.
  - f) Determine predominant vehicle and pedestrian movement patterns that will need attention.
  - g) Attempt to determine how Uber/Lyft is being utilized.
  - h) Consultant might consider cell phone data collection methods, i.e. Airsage.
- 2) Collected from CFD, CPD, CTP & LCSD#1 after event:
  - a) Frontier Park attendance including the rodeo, night shows or others such as the park grounds.

- b) Collect data from CTP and LCSD#1 for their bus trips and utilization.
- c) Vehicle parking counts in Frontier Park.

## **Phase II – Plan Development**

The consultant shall develop two specific plans. The first is for the implementation of a short-term strategic traffic plan which can be implemented during CFD 2018 and beyond. The second is a long-term strategic traffic/transportation plan which will work with the proposed CFD Master Land Use Plan and the MPO 8<sup>th</sup> Avenue Corridor Plan.

### **Short-Range Plan To be implemented in 2018**

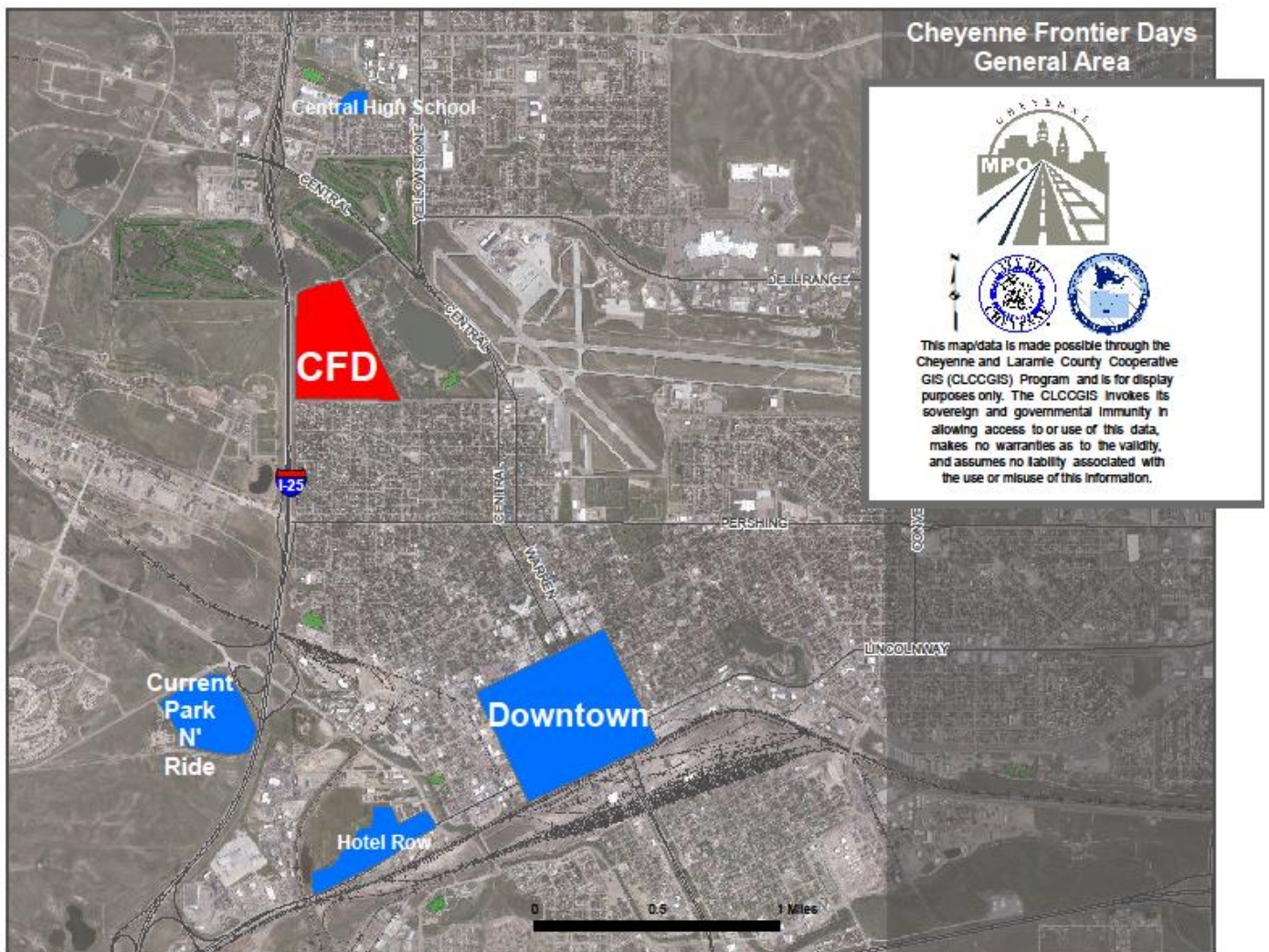
1. Develop a traffic circulation and ingress and egress plan in Frontier Park, around Frontier Park and with the road network leading to Frontier Park. Account for different classes and sizes of vehicles and reasons for visiting the park. Examples include service vehicles, VIPs, general patrons, handicapped patrons, contestants, and volunteers/staff (including contractors).
2. Working with CFD and LCSD#1, search possible locations for Park-n-Ride Lot(s) for 2018 and beyond, then develop routes to efficiently and effectively move people to and from Frontier Park.
3. Working with CFD and CTP, explore fleet needs and demands to efficiently and effectively move people from CTP outlying parking sites to and from Frontier Park.
4. Working with City Engineering, Public Works and Police Department, explore traffic lanes, traffic signals, barricades, cross walks, enforcement, to channelize and direct traffic flows including pedestrians. Provide an evaluation of potential strategies which includes the needs of doing something on a temporary basis and, if it cannot be done on a temporary basis, what are the impacts the rest of the year.
5. Consider Transportation Demand Management Strategies, technical strategies, “Uber/Lyft” type operations, Pedi-cabs, etc.
6. Provide recommendations for communications strategies to assist visitors in understanding the transportation system. Communications need to include not just general attendees but also special needs (handicapped, RVs, tour buses, horse trailers, etc.)
7. Develop cost estimates for phases of implementation

### **Long-Range Plan to be implemented in the future**

1. Given the long-range *Master Land Use Plan* for Frontier Park prepared by Mundus Bishop February 2016 and the *8<sup>th</sup> Avenue Corridor Plan* May 2013 by Felsburg Holt & Ullevig develop a traffic circulation and ingress and egress plan in Frontier Park, around Frontier Park and with the road network leading to Frontier Park.
2. Develop routes to efficiently and effectively move people to and from Frontier Park utilizing outlying Park-n-Ride Lots. Project needs and demands.
3. Develop routes to efficiently and effectively move people from CTP outlying parking sites to and from Frontier Park. Project needs and demands.

4. Develop a list and cost of traffic improvements which are projected to most efficiently and effectively handle future growth of CFD for pedestrians, vehicles, parking and bus transportation.
5. Consider newer and emerging Transportation Demand Strategies, and intelligent transportation systems, etc. Include a discussion of needed upgrades and changes, both infrastructure and staffing/operations.
6. Develop a phasing plan for priorities and implementation.
7. Develop cost estimates for phases of implementation.

## PROJECT AREA



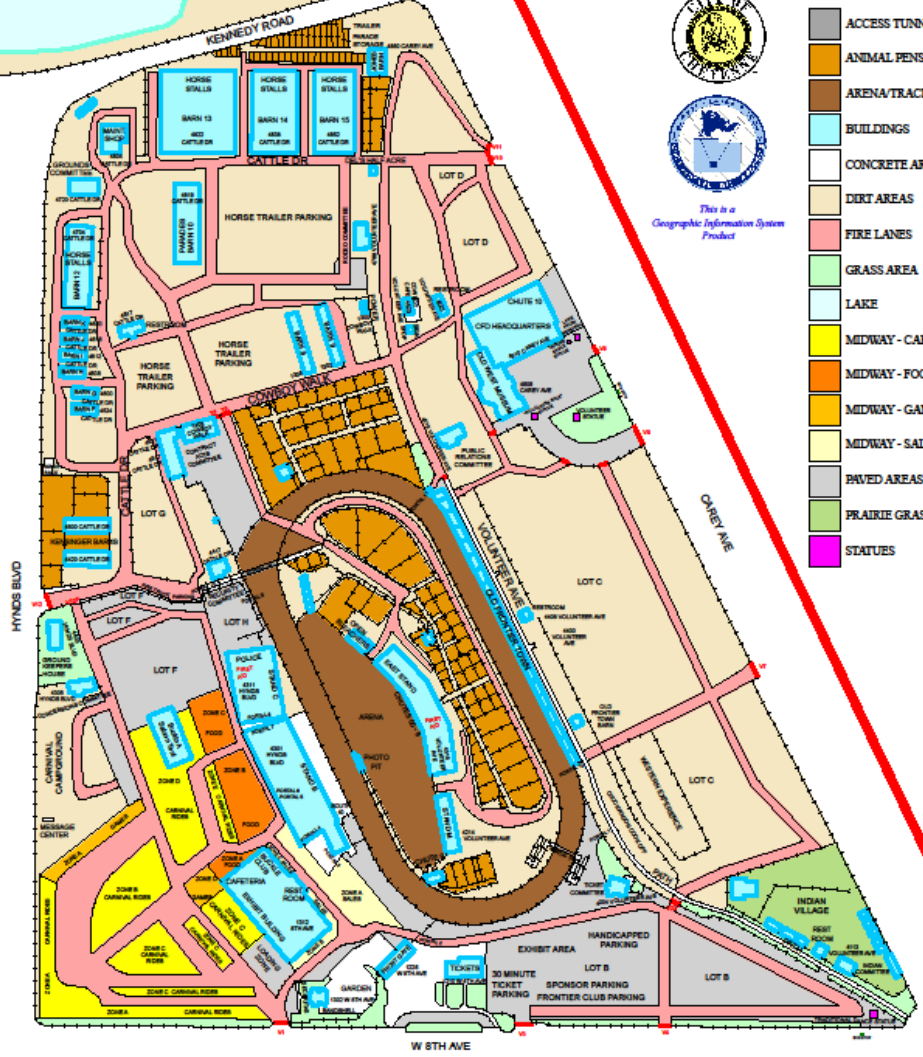
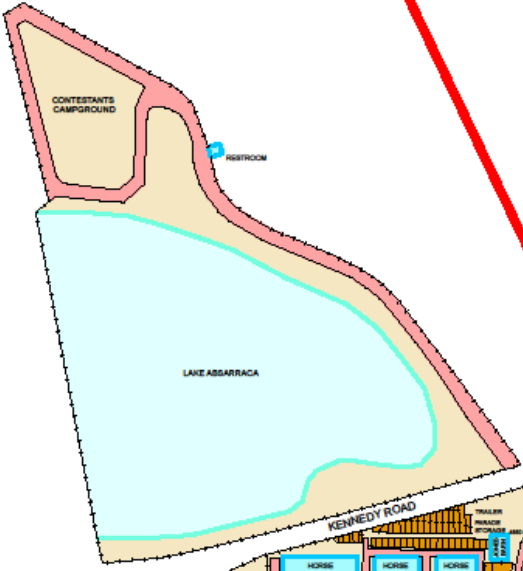
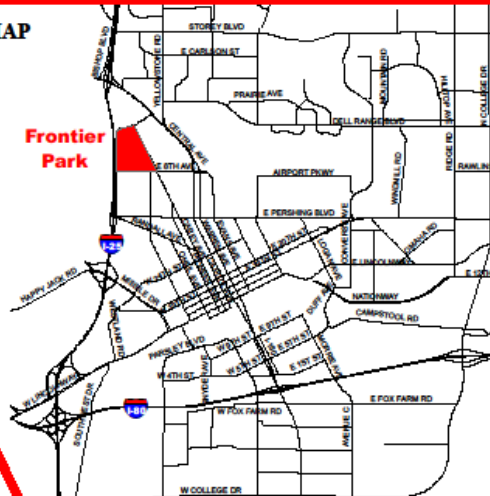


# 2016 Cheyenne Frontier Days 120th Annual "Daddy of 'Em all" Frontier Park Area Map



Not to Scale

### VICINITY MAP



This is a Geographic Information System Product

- ACCESS TUNNELS
- ANIMAL PENS
- ARENA/TRACK
- BUILDINGS
- CONCRETE AREAS
- DIRT AREAS
- FIRE LANES
- GRASS AREA
- LAKE
- MIDWAY - CARNIVAL
- MIDWAY - FOOD
- MIDWAY - GAMES
- MIDWAY - SALES
- PAVED AREAS
- PRAIRIE GRASSES
- STATUES

## **PUBLIC/STAKEHOLDER ENGAGEMENT**

Cheyenne MPO and the City of Cheyenne values public and stakeholder involvement in their planning efforts to best meet the needs and expectations of the community and to match this specific project. This project will be a collaborative process involving the various CFD and city stakeholder. While this project is different than most MPO planning projects, a shortened public process is still necessary.

The consultants may use the MPO *Public Participation Plan* as a guide and work closely with the MPO to develop a public and stakeholder involvement strategy specifically tailored to this project.

The selected consultants will at a minimum be required to do the following:

- i. Hold regular Steering/Project Management Committee meetings
- ii. Provide periodic updates to the MPO Technical Committee and CFD CEO and Committee members and other stakeholders.
- iii. Hold at least one public meetings, at the end of August/first of September 2017
- iv. Present to the MPO Technical Committee at the end of the project
- v. Present to the City Planning Commission in a public hearing at the end of the project
- vi. Present to the CFD Board of Directors and General Committee at the end of the project
- vii. Present to the City Governing Body

The selected consultants will be accountable for outreach efforts for appropriate attendance at the stakeholder/public meetings.

## **DELIVERABLES**

The CFD Traffic Study and Transportation Plan shall collect appropriate data and prepare an innovative and functional short-term traffic plan for all modes of transportation that deliver people to the CFD rodeos and night shows. Additionally, a long-term transportation plan will be prepared which complements the CFD Master Land Use Plan. It will also provide guidance for traffic in, around and extended from Frontier Park. The plan will include detailed design drawings, renderings, corridor cross sections, enhancement ideas and design guidelines. The Plan will include the following deliverables:

- Review of existing plans and data
- Concepts, visions, text and design details representing traffic solutions; short- and long-term
- Review PlanCheyenne and other plans/documents that might pertain or effect this project area
- Review and request necessary GIS data needed for the project
- Visit with appropriate personnel to collect data and interview to understand issues and concerns

- Investigate issues related to ingress and regress to Frontier Park and other facilities including emergency and service vehicles
- Summary of Stakeholder and Public Involvement
- Proposed traffic design concepts and guidelines
- Design renderings using photoshop or similar program to illustrate these concepts
- Supporting policy guidelines
- Suggestions for Park-n-Ride lot locations and bus routes and general parking recommendations
- Cost estimates and/or any phasing plan for implementation
- Maps and GIS Files for proposed recommendations

## **GENERAL PROJECT MANAGEMENT RESPONSIBILITIES**

The selected consultant(s) will be required to coordinate closely with the MPO and core project management team, including CFD CEO and Security Committee representatives and other representatives from appropriate City departments. Important responsibilities include:

- i. Communicating regularly with MPO project manager on updates, milestones and deliverables
- ii. Preparing and facilitating all presentations and meetings including public meeting, one on one meetings with stakeholders and steering committee meeting
- iii. Prepare all advertisement and informational materials necessary for social media and educating and updating agency representatives, stakeholders, elected officials and the public about the plan
- iv. Summarize discussions, comments, and attendance from all meetings

## **TIMELINE**

**RFP due – May 5, 2017**

**Select which consultant will be interviewed – May 12, 2017**

**Interviews to select Consultant – May 25-26, 2017**

**Draft Contract from Consultant – June 2, 2107**

**Final Contract from Consultant – June 9, 2017**

**Agenda Deadline to Mayor’s Office – June 21, 2017**

**Introduced to Governing Body – June 26, 2017**

**Finance Committee – July 3 or 5, 2017**

**Contract Approved at City Governing Body – July 10, 2017**

**Notice-to-Proceed issued by MPO if Agreement was Approved – July 11, 2017**

**Phase I, Consultant Collects data during CFD – July 21 – July 30, 2017**

**Phase II, Consultant Study/Plan Development – August – December, 2017**

**Study Approval Process with CFD and City – January – March, 2018**