

REQUEST FOR PROPOSALS

March 25, 2014

Solicited by the
CHEYENNE METROPOLITAN PLANNING ORGANIZATION



CHEYENNE AREA TRANSPORTATION SAFETY MANAGEMENT PLAN UPDATE

PROPOSALS DUE: April 18, 2014



Cheyenne Metropolitan Planning Organization
2101 O'Neil Avenue, 205
Cheyenne, Wyoming 82001
(307) 638-4385
www.plancheyenne.org

The Cheyenne Metropolitan Planning Organization (MPO) is requesting proposals for professional services to update the 2008 *Transportation Safety Management Plan* for the Cheyenne metropolitan area as described in the attached Scope of Work document. Qualified firms are invited to submit six (6) copies of a proposal, summary of qualifications, and an indication of interest in the project to:

Sreyoshi Chakraborty, AICP
Senior Transportation Planner
Cheyenne Metropolitan Planning Organization Office
2101 O'Neil Avenue, Room 205
Cheyenne, WY 82001
schakraborty@cheyennempo.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 and include a cover letter, a project approach and philosophy to the Work Plan proposed, and a listing of representative projects. Representatives of the Cheyenne MPO, City of Cheyenne and Laramie County will select the consultant from those responding to this request. Only responses received prior to 12:00 PM Mountain Time on April 18, 2014 will be considered. Interviews dates will be determined after the finalists have been selected.

All inquiries including questions about the project should be presented in writing to:

Contact: Sreyoshi Chakraborty, Senior Transportation Planner
Email: schakraborty@cheyennempo.org

Questions will be formally answered and then distributed to all interested in proposing.

CONTENT AND FORMAT OF SUBMITTAL

1. **Project Team** – Provide a brief overview of all firms (including sub consultants) who would be working on this project. Identify the project team members and their position on the team, briefly outlining the responsibilities of each member.
2. **Work Experience** – Provide a summary of relevant or similar work experience. Work experience may be summarized via pre-formatted cut sheets, or simply using text and graphics in the body of the proposal. Lengthy work samples are not desired.
3. **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.

We welcome your discussion of potentially more creative, efficient, or cost-effective ways to achieve the desired project outcomes in your scope of work.

4. **Schedule** – Describe the schedule you would propose to accomplish the work that is described under SCOPE OF WORK. A bar chart is suggested that includes key milestones and meetings.
5. **Budget** – Outline (preferably via a detailed spreadsheet) how your firm(s) proposes to complete the described scope of work within the allotted budget. The total project cost and fee schedule will be included in a sealed envelope.

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 with a commensurate savings to the MPO, the particulars should be mentioned in a section of the Proposal dealing with *Modifications to the Scope of Work*. The current budget identified in the FY `13 UPWP is \$49,245; funded through a federal 402 highway safety grant. **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.

SELECTION PROCESS

Proposals will be reviewed by a selection committee appointed by the Cheyenne MPO. This committee may be composed of representatives of the Cheyenne MPO, Laramie County, City, an elected official, a citizen representative or stakeholder interested in transportation safety, WYDOT, and/or FHWA. The committee will interview qualified 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 then 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.

Note: All proposals received will be considered public information by the 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.

SCORING CRITERIA

PROJECT: Cheyenne Area Transportation Safety Management Plan Update				
<u>CRITERIA</u>	<u>DESCRIPTION</u>	<u>CRITERIA WEIGHT</u>	<u>SCORE</u> (0 - 10)	<u>TOTAL</u>
Relevant Experience & Planning Process	Relevant experience with similar work. Demonstrated ability to develop and implement a comprehensive transportation planning process including consensus building between various stakeholders.	<u>10</u>		
Performance on past projects	Success on previous projects in the way of project quality, budget, schedule and cost control.	<u>10</u>		
Public process and involvement	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>9</u>		
Adequate resources	Sufficient available staff and equipment to complete the proposed work within the requested time frame.	<u>8</u>		
Proposal quality	Readability, completeness, brevity, and organization of the proposal.	<u>8</u>		
Familiarity with project	Knowledge of project background, needs, goals, limitations, and special considerations.	<u>8</u>		
Project innovations	Ideas or suggestions to improve the schedule, feasibility, cost savings and/or scope of the project.	<u>7</u>		
Applicable education, licenses or certifications	Education and verification of pertinent requirements of Wyoming law concerning the practice of the professional services required.	<u>6</u>		
Equal opportunity	Consultant's record on affirmative action and response to relevant policies regarding minorities, women and disadvantaged business in employment contracts.	<u>5</u>		
<u>Total</u>				

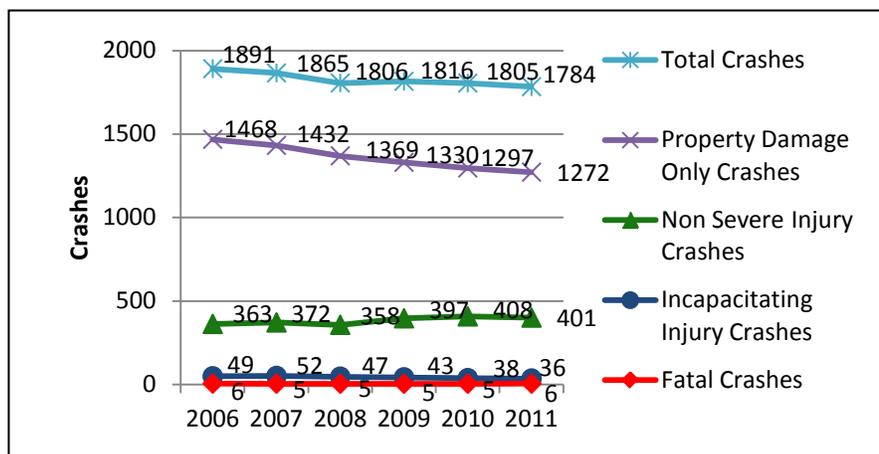
SCOPE OF WORK

The MPO is about to begin the first update of its 'Transportation Safety Management Plan'. This Plan was completed in 2008 and has been recognized nationally for its innovation and proactive strategies in addressing regional transportation safety. Over the course of the past few years, the MPO has successfully implemented several short and longer term strategies identified in the plan. The MPO has made the safety emphasis areas a priority, identifying and seeking grant funding, building partnerships and working closely with stakeholders in the community to address transportation safety in a proactive manner.

The MPO plans to continue making measurable strides in the realm of improving and enhancing transportation safety for all modes of travel in the future throughout the region. WYDOT is supportive of MPO's efforts and have provided funding to facilitate this update. With this goal in mind, the MPO also included a separate safety element within its recent PlanCheyenne comprehensive plan update. This was an effort to institutionalize safety within its long range planning process. Additionally, taking stock of what has been accomplished in the past five years, the time is right for the MPO to update the original Safety Management Plan document to adequately reflect what has been achieved so far and what opportunities exist to continue this effort into the future.

Background

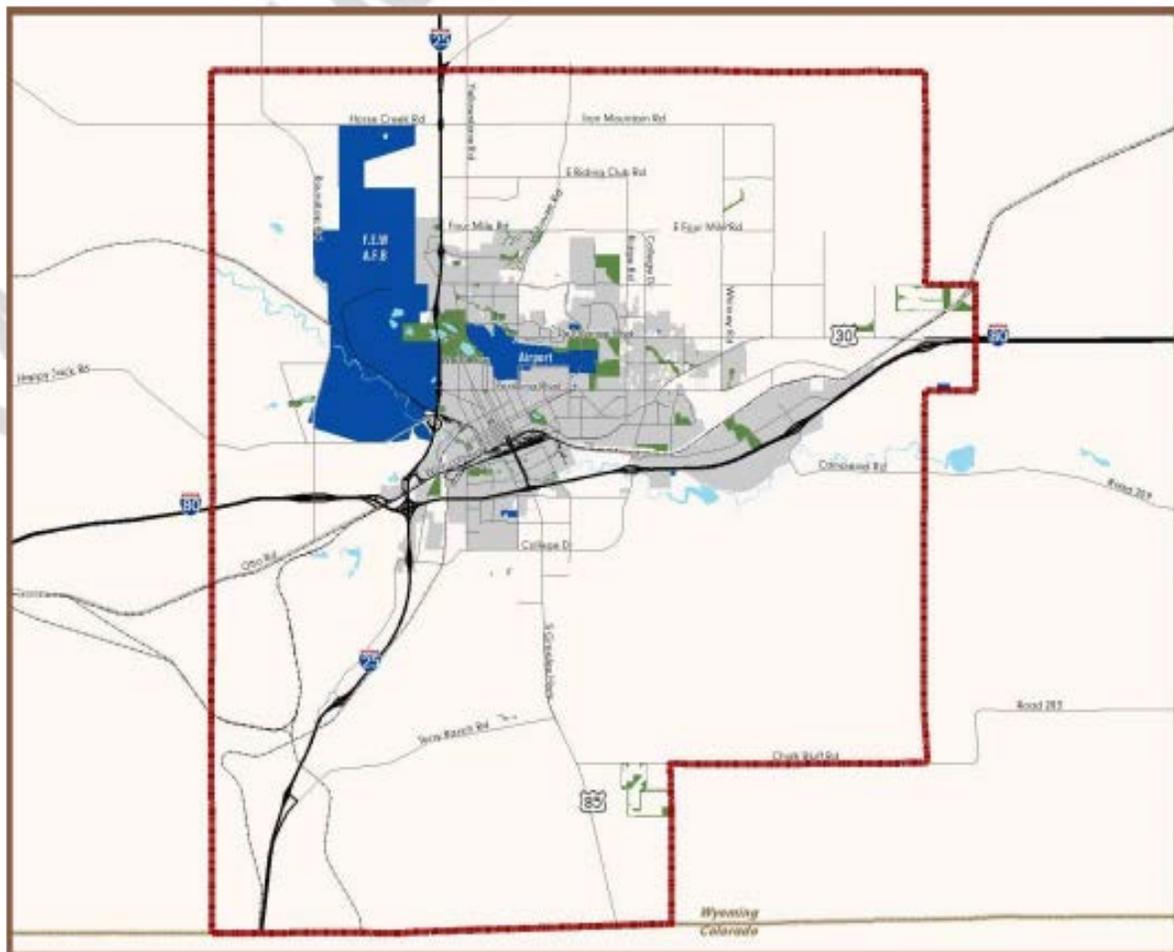
Safety continues to be a high priority for DOTs and MPOs across the country as identified in MAP 21, federal legislation that mandates the planning activities that MPOs do for metropolitan areas. The Cheyenne metropolitan area has a population of about 91,738 (2010). PlanCheyenne projects that by 2035 the greater Cheyenne area could add anywhere from 11,288 to 44,091 residents. Cheyenne has been proactive in addressing transportation safety issues in the past, focusing its resources on education and awareness in areas such as impaired driving, distracted driving, young and older drivers etc. The intention is to maintain this approach as Cheyenne and its adjacent areas continue to experience growth and development in the future and reduce the loss of lives and property as a result of crashes on the roads. The MPO will function as a regional facilitator for stakeholders and agencies who are actively engaged in improving transportation safety and reducing crashes and injuries in the Cheyenne metro area.



5 Year Rolling Average of Crashes by Severity
Source: Cheyenne MPO, WYDOT

Project Area

The project area will include the Cheyenne metropolitan boundary. This includes the City of Cheyenne and the greater urbanized area within Laramie County.



Transportation Safety Issues (Observed and Perceived)

Transportation safety is a complex subject. While a data driven approach is a proven way to address problematic safety issues, the concept of perceived safety is also an important consideration. The travelling public in the greater Cheyenne area should be able to feel safe and comfortable on the streets, whether walking, biking or driving. Cheyenne is one of the largest towns in Wyoming. It embodies the characteristics of a typical western town, somewhat rural and car oriented with high per capita VMTs. However Cheyenne is also unique. The corridors and intersections within the urbanized areas are seeing some congestion, higher crashes, and mixing of various modes within the ROW as the community embraces complete streets principles. With these urban issues in mind, the safety plan update will focus on transportation safety issues that are characteristic of small urban areas and identify policies and programs that address these in a proactive and systemic manner.

WYDOT's 2012 SHSP recognizes the following safety areas of primary concern to local agencies:

- Intersection Safety
- Bicycle/Pedestrian Safety
- School Zone Safety

*However, these are generally not high frequency areas of fatal and serious crashes

Project Objectives

- Review recent and historical MPO area crash data
- Re-evaluate and identify program emphasis areas and update plan strategies
- Ensure efforts are prioritized to address the most pressing safety issues, both observed and perceived by the stakeholders and public
- Facilitate interagency coordination
- Engage regional safety champions and stakeholders via a Safety Summit and a technical advisory committee
- Establish safety targets and performance measures for fatalities, injuries and crashes per MAP-21 requirements and for purposes of monitoring and evaluation

Planning Tasks

Review of existing MPO/City/County and State plans and documents pertinent to this project. WYDOT recently updated their Strategic Highway Safety Plan. While the MPO Safety Plan addresses safety issues unique to the MPO area, the plan to the best extent possible will also incorporate the State SHSP goals.

Analyze current and historical data as it relates to volumes and crashes of motorized and non motorized modes of traffic, study trends in crash volumes and rates within the MPO areas, and investigate the trends in current emphasis areas and work with the TSAC to determine which ones would be appropriate to continue to focus on in the future. This task would also explore the potential to select and work on other emphasis areas. In addition to a data driven methodology, considerable weight will also be given to areas that are a high priority in non-TMA metropolitan areas and also areas that align with the MPO's overarching goals as an agency continuing to support the safety of multimodal transportation.

Coordination and Outreach with Safety Stakeholders

Transportation Safety Advisory Committee – During the development of the original plan, a Transportation Safety Advisory Committee consisting of representation from the 4 E's of safety were brought together. This committee was instrumental in guiding the development of the plan. Several members of this committee also serve in individual emphasis area teams. However during the process of the plan update, this committee may need to be reconvened to help with this process. Representatives from the 5 E's of safety including Engineering, Education, Enforcement, EMS, and Encouragementⁱ will be part of this committee for guiding this update. The Cheyenne PD has been a strong ally for all efforts in safety and their involvement will be critical to the success of this plan. Since the plan was developed, a number of groups have increased their efforts in safety projects. This plan will be an opportunity to facilitate interagency communications, build on existing programs and policies, ensure efforts are prioritized to address the most pressing issues, and refine the plans for regional transportation safety efforts moving forward.

Safety Emphasis Area Teams - Six transportation safety emphasis areas were identified: young drivers, older drivers, distracted driving, impaired driving, occupant protection and intersections during the initial plan development. Several members from the TSAC were absorbed into the emphasis area teams. New partnerships ensured additional interest and membership within the emphasis teams. Consultants should review MPO goals and policies, historic data trends, and input from other safety stakeholders to determine whether the existing six emphasis areas should be continued to be focused on, or are there other new emerging needs that will require attention in the future. Additional stakeholders, agency representatives or community leaders may be identified to be part of emphasis area teams.

Regional Transportation Safety Summit

The MPO meetings serve as an excellent regional forum for local safety stakeholders and advocates to come together and share their ideas. It is also a great platform to share the work that is being done within their respective areas of expertise and also to brainstorm on strategies for the future. The MPO has received funding from WYDOT to convene a regional safety summit as part of this project. The summit will be held in late spring of 2014. The Safety Summit would be a central event in the development of the plan, involving not only members of the technical committee but a wide range of stakeholders with a role in safety, and potentially members of the public. At the Summit, the group would hear from local safety champions, review the plan development process, and consider recent crash trends. Participants would be divided into groups by Emphasis Area for discussion of future regional safety strategies. During the group discussions participants would identify strategies, action steps and key stakeholders for plan implementation.

Outcomes and Deliverables

The major outcome of this project will be an updated roadmap for the Cheyenne MPO and its stakeholder groups to improve transportation safety of all road users within the community. The Regional Transportation Safety Summit and the ideas that come out of it will be another important outcome and a key component within the Plan. Short, medium and long term strategies indentified in a format similar to the original plan will ensure that the MPO and the regional safety stakeholder have a valuable resource that guides strategic investments in resources towards improvement of transportation safety in the Cheyenne area.

Deliverables

- Draft and Final Report, 10 copies each
- Final maps and graphs
- Electronic files of all project documents including GIS layers, Excel charts, photographs, and graphics
- Attendance (in person or via web conferencing) and presentation at the following meetings:
 - o MPO Citizens Advisory Committee (1)
 - o MPO Technical Committee (1)
 - o MPO Policy Committee (1)
 - o City Planning Commission (1)
 - o County Planning Commission (1)
 - o City Governing Body (1)
 - o County Governing Body (1)
 - o Transportation Safety Summit (1)
 - o TSAC, Transportation Safety Advisory Committee (2)

ⁱ The MPO has incorporated programmatic policies and projects that provide encouragement for behavioral elements that are effective in improving transportation safety in the community. These might include partnerships with schools, colleges and employers to encourage and educate driving habits and behaviors that promote safety. For example, organizing or partnering on programs that encourage High School students to wear seatbelts.