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# Cheyenne Metropolitan Planning Organization

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## High Plains Road

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### 35% Design Plan

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# Request for Proposals

**Due October 24, 2014**

September 24, 2014

The Cheyenne Metropolitan Planning Organization (Cheyenne MPO) hereby requests the professional services to develop thirty-five percent design plans for High Plains Road. The consultant should propose alignments and minor arterial road cross sections based on topographic, drainage basins and physical conditions, etc. 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 MPO  
2101 O'Neil Avenue, #205  
Cheyenne, WY 82001  
[www.plancheyenne.org](http://www.plancheyenne.org)  
Phone: 307-638-4366  
Fax: 307-637-6308  
Email: nolson@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: One (1) original copy, bound together with all required attachments, and seven (7) copies that may be stapled in the upper left hand corner without binding. 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 October 24, 2014.

## **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 and concisely familiarity with the project area. The proposer is expected to thoroughly review all data submitted and identify potential problems that may arise during design. The proposer shall formulate and describe a robust public involvement process in the proposal.
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 Federal Requirements including the Moving Ahead for Progress in the 21<sup>st</sup> Century Legislation (MAP-21).

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. Any and all proposers may submit inquiries in writing to MPO at any time prior to noon on October 10, 2014. 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.

Written inquiries shall be directed to:

Contact: Nancy Olson  
Address: Cheyenne MPO  
2101 O'Neil Avenue, #205  
Cheyenne, WY 82001  
Phone: 307-638-4366  
Fax: 307-637-6308  
Email: nolson@cheyennempo.org

Any or all changes, additions, or clarifications in connection with 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, 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 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.

### **SELECTION SCHEDULE**

October 1	Legal Notice Posted in Paper
October 24	Proposals due from Consultants
October 27 - 31	Review Committee selects Consultants for interviews (If necessary)
November 21	Interviews are held and review committee completes final selection
November 28	Professional Services Agreement finalized with successful Consultant.
December 3	Agreement placed on City Council Agenda
December 8	City Council Meeting No.1: Agreement referred to Finance Committee
December 15	Agreement discussed in Finance Committee
December 22	City Council Meeting No. 2: Agreement approved/disapproved.
December 23	Notice-to-proceed issued by City if Agreement approved

### **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 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 amended FY `15 UPWP is approximately \$81,973.

## **CONSULTANT INVOLVEMENT**

The consultant will hold meetings as needed with the Project Steering Committee, County Planning and Public Works, City Engineering, and MPO 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. Throughout the project, the selected Consultant shall periodically meet with the MPO/County, WYDOT 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 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. Before presentations of the final document to the County Governing Body, there will be meetings with the MPO Technical, Citizen's Advisory Committee and the County Planning Commissions.

The consultant will be responsible for miscellaneous copies for review to MPO, WYDOT, County, City 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 County Board of Commissioners 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."***

## HIGH PLAINS ROAD 35% CORRIDOR PLAN

### Background

The need for an east west connector between College Drive and Terry Bison Road has been evident for quite some time as the potential for developments adjacent to this area became imminent in the near future. High Plains Road, formerly called Speedway Drive, was designated to eventually connect I-25 somewhere in the vicinity of the historic Speer Road east to South Greeley Highway.

In 2002 the MPO hired A.V.I. pc to prepare a street network study for the south Cheyenne area. Among the tasks assigned to that study was a 10% level design alignment of the then Speedway Drive from Parsley Blvd to Avenue C.

The *Street Network Master Plan, South Cheyenne Streets*, <http://www.plancheyenne.org/wp-content/uploads/2012/10/StreetNetworkSouthCheyenne1.pdf> was completed in 2004 and adopted by the City and County Governing Bodies. High Plains Road was recommended to connect at a future interchange on I-25 which is now in place and called High Plains Road interchange. It was also recommended to follow the terrain and section lines and then intersect with the other collectors or arterials including Parsley, Division, South Greeley Highway and Avenue C. In 2006, PlanCheyenne, the regional master transportation plan was adopted and its update in 2014 clearly identifies the need for High Plains Road to serve future development. Though the *South Cheyenne Area Street Network Plan* and PlanCheyenne of 2006 called for the dedication of 120 feet of right-of-way (ROW) for High Plains Road, the PlanCheyenne Update of 2014 identifies High Plains Road as a Minor Arterial with only 100 feet of ROW. The *Laramie County Land Use Regulations* also requires a 100 feet of ROW for minor arterials.

### Recent Developments

#### Swan Ranch Rail Park and the High Plains Interchange

Starting in 2009, Granite Peak Development from Casper, WY began the development of a freight (truck and train) transload facility in the Cheyenne area called **Cheyenne Logistics Hub at SWAN Ranch**. This facility is strategically located at the crossroads of the two interstates and two national rail lines which intersect southwest of Cheyenne. With the private/public partnership, funds were secured to build an interchange on I-25 near the BNSF rail line which serves as a gateway into Cheyenne and the state of Wyoming. This project was completed in the summer of 2010 and was called the High Plains Road interchange. This was the beginning of the development of the 7,200+ acre Swan Ranch Industrial Rail Park. A new state welcome center was also built on the east leg of this interchange.

The High Plains Interchange was designed with two single lane roundabouts at each of its exits. It sits atop a high point and was designed so that a future leg could be built from the east corner of the roundabout and be bridged over the BNSF rail line and then dropped down to ground level and turn northeast to eventually line up on the section line.

With steady development at the Rail Park, growth in the number of industrial companies increased. Additionally, high tech industries are also moving into Laramie County at two other Cheyenne LEADS Business Parks. Along with oil industry development, there is growing pressure to complete the South Cheyenne road network to alleviate congestion on the other major roads and accommodate future development in southern Cheyenne.

In the vicinity of US 85 (S. Greeley Highway) and High Plains Road, continuing development makes it imperative that the MPO and County firm determine an alignment, right-of-way width and the placement of future major road intersections. It is prudent to ensure in advance that there will be enough ROW and proper spacing of intersections along the entire High Plains Road corridor to handle future traffic growth.



View from the I-25 & High Plains Interchange looking northeast towards S. Greeley Highway



Architectural and pedestrian enhancements of the High Plains Interchange blend with the Depot Plaza

## Purpose of the Project

The purpose of this study is to develop a conceptual design (guiding plan) for the High Plains Road, a future minor arterial that will include a preferred alignment recommendation with road cross sections. This plan will be prepared to a 35% design level between I-25 and U.S. 85 (South Greeley Highway).



View of commercial development at the intersection of U.S. 85 and High Plains Road looking west



KC Construction and Palomino Industries are at the southeast corner of S. Greeley and High Plains. Stubbs and Stubbs Oilfield Construction Inc. are located on southwest corner and Speedway storage on the northwest corner of this important intersection

## Budget

The budget for this planning project is currently set at \$89,973 as identified in the amended 2015 Cheyenne MPO Work Program.

## Consultants Tasks

1. Develop and conduct a robust public participation strategy that includes not only residents, businesses, and land owners in the vicinity but also the general travelling public in the community.
2. Interview current land owners to discuss their concerns and their thoughts on future development and/ or any other pertinent information to be taken into account at the beginning of this planning process. Interview other agencies such as Cheyenne LEADS, South Cheyenne Community Development Association, and Granite Peak Development.
3. Set up project coordination meetings with MPO, County, WYDOT and City staff and convene a project steering committee of agencies and stakeholders that will guide the development of the final recommendations in the plan.
4. Evaluate the 2004 plan *Street Network Master Plan, South Cheyenne Streets* for road alignment and cross section recommendations.
5. Review any plats that have been recorded along the corridor to determine if additional ROW is needed in those areas in order to handle future traffic needs.
6. Obtain WYDOT's final design of the High Plains Interchange. Review the BNSF requirements for a new bridge over the tracks.
7. Utilizing the MPO Travel Demand Model, project future (25 yr.) traffic volumes.
8. Review Topography maps of the vicinity.
9. Evaluate maps of Drainage basin(s) within the area.
10. Research and document all known utilities within the study area.



11. Conduct research and review of all environmental, historical and other significant elements and document findings to determine if there are any issues or concerns along the preferred alignment.
12. Provide potential alignments of the future High Plains Road. Evaluate and recommend a preferred alignment option. Map the necessary right-of-way and center line for the preferred alignment.
13. Determine the most efficient cross section for the road taking into consideration all modes of transportation, current and future.
14. Provide detailed intersection drawings for the collector and arterial intersections for the length of the project. Propose access control standards appropriate for this corridor.
15. Incorporate a multi-use path parallel to roadway meeting rural arterial road design standards .
16. Prepare an estimate of capital costs.



An issue of concern is that the frontage road is very close to U.S. 85 north of High Plains Road



Looking west along High Plains Road right of way

## Deliverables

- Advertisement and educational materials for publication to be used for public participation purposes. Such materials include project fact sheet, social media resources, postcards etc.
- Materials for staff, steering or public meetings including maps, display boards, handouts, surveys and sign-in sheets
- Attendance and presentation at meetings including up to two MPO Technical Committee, three steering committees, one Planning Commission, one other to-be-determined.
- Electronic files of presentations to Steering Committee, MPO Committees, Public meetings, Planning Commissions etc., and summary of all meetings for the MPO website
- Thirty five percent (preliminary) plan and profiles for the roadway, utilities and drainage of future High Plains Road. The final document will summarize the planning process, analysis and public involvement. Preliminary design exhibits for the plan will be prepared. Special maps for ROW and drainage needs will be included.
- Electronic copies of all documents, images, photos, draft plans and final plans

- KML files of all maps created for City/County's GIS mapping purposes
- 10 hard copies each of the Draft and Final Plan



This snapshot image from the 2014 PlanCheyenne Cheyenne Area Transportation and Land Use Plan, shows the future High Plains Road as a grey dashed line running from I 25 at the bottom left of image to the upper right connecting to S. Greeley Highway

## SCORING CRITERIA

<b>PROJECT: High Plain Road 35% Design 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>				