

Request for Proposals

January 15, 2016

Solicited by the

CHEYENNE METROPOLITAN PLANNING ORGANIZATION



Downtown Strategic Parking Plan

Proposals Due: **February 16, 2016**

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



January 19, 2016

The Cheyenne Metropolitan Planning Organization (Cheyenne MPO) hereby requests the professional services to develop a Downtown Strategic Parking Plan for Cheyenne. The consultant will conduct all the tasks identified in the attached scope of work including detailed analysis of downtown parking supply, demand, and other topics pertaining to this issue. 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: Sreyoshi Chakraborty, AICP
Address: Cheyenne MPO
2101 O'Neil Avenue, #205
Cheyenne, WY 82001
www.plancheyenne.org
Phone: 307-638-4384
Fax: 307-637-6308
Email: schakraborty@cheyennemopo.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, bound together with all required attachments, 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 February 16, 2016.

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 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. Any and all proposers may submit inquiries in writing to MPO at any time prior to noon on January 29, 2016. 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:

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Cheyenne, WY 82001
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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 (*SUBJECT TO CHANGE*)

January 19	RFP Advertised
February 16	Proposals due from Consultants
February 16 - 26	Review Committee selects Consultants for interviews (If necessary)
March 11	Interviews are held and review committee completes final selection
March 14 - 22	Professional Services Agreement finalized with successful Consultant
March 23	Agreement placed on City Council Agenda
March 28	City Council Meeting No.1: Agreement referred to Finance Committee
April 4	Agreement discussed in Finance Committee
April 11	City Council Meeting No. 2: Agreement approved/disapproved.
April 12	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 `16 UPWP is approximately \$75,000.

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 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."

SCORING CRITERIA

PROJECT: Downtown Strategic Parking Plan				
<u>CRITERIA</u>	<u>DESCRIPTION</u>	<u>WEIGHT</u>	<u>SCORE</u> (0 - 10)	<u>TOTAL</u>
Planning process	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>		
Proposal quality	Readability, completeness, brevity, and organization of the proposal.	<u>10</u>		
Applicable education and experience	Education, experience with similar work, and verification of pertinent requirements of Wyoming law concerning the practice of the professional services required.	<u>9</u>		
Performance on past projects	Success on previous projects in the way of project quality, budget, schedule and cost control.	<u>9</u>		
Project innovations	Ideas or suggestions to improve the schedule, feasibility, cost savings and/or scope of the project.	<u>8</u>		
Familiarity with project	Knowledge of project background, needs, goals, limitations, and special considerations.	<u>8</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>7</u>		
Adequate resources	Sufficient available staff and equipment to complete the proposed work within the requested time frame.	<u>7</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>		
Total				

SCOPE OF WORK – DOWNTOWN STRATEGIC PARKING PLAN

Project Overview

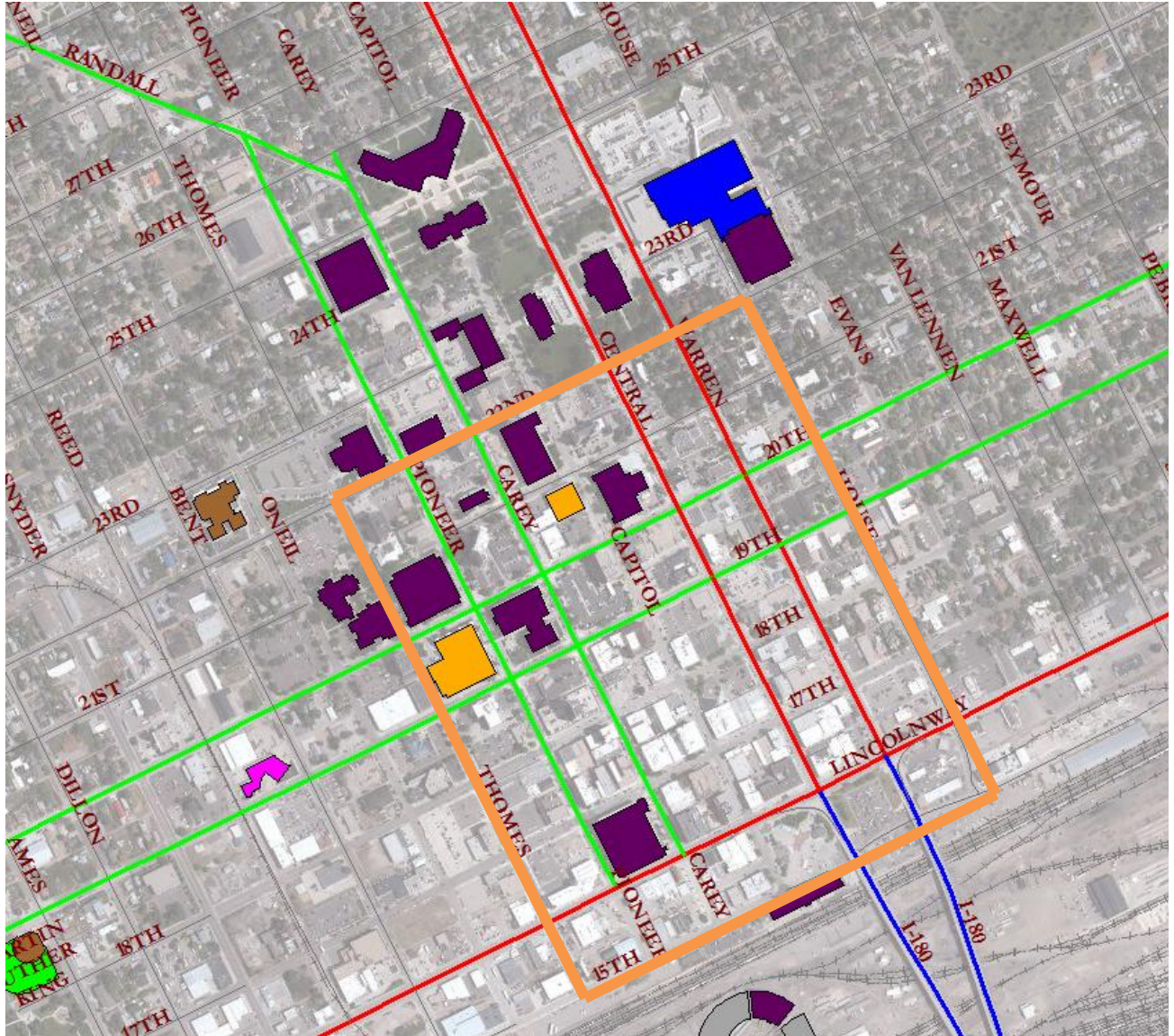
The City of Cheyenne, at the crossroads of I-25 and I-80, is a small railroad town, serves as the capital of Wyoming, and is blessed with a distinct historic downtown. Although the population of the city is only 60,000 and the urban area is 90,000, because of its strategic location, it attracts tourists and visitors, as well as people who want to call this place home. The City has been trying very hard in the recent years to make downtown Cheyenne more attractive, vibrant, walkable, family friendly as well as business friendly where residents would feel comfortable living, working and playing. With that goal in mind, the City with its partners such as DDA (Downtown Development Authority), and Visit Cheyenne has been trying to breathe more life into the downtown area which would include a mix of uses and activities including commercial and retail, entertainment, housing and offices. Growth and activity in downtown is something that all communities want, however with greater amenities in downtown, the existing resources such as parking are stretched thin and will therefore need to be managed in the most effective and efficient manner. The City is therefore looking at developing a Strategic Parking Plan for the downtown area that serves diverse needs and enables the City to manage parking in downtown in the most cost effective and efficient manner.



Downtown Cheyenne

Project Area

The project area will include the greater downtown area, with some overlaps into the WestEdge project area including the Municipal Campus. The City is also expected to conduct a parking study for the Municipal Campus area. The Consultants should collaborate with this concurrent parking study effort. The project area for this particular study will be west from House Ave to Thomes Ave and north from 15th Street to 22nd Street.



General Study Area – House to Thomes Avenue, 15th Street to 22nd Street



Planning Process

The planning process will be collaborative and will provide the City and its partners an opportunity to:

- i. Look into the future and seek out innovative and new parking opportunities
- ii. Understand current conditions as well as future needs
- iii. Develop an overall vision to guide parking management in downtown Cheyenne for use by policy-makers, city staff, and all interested stakeholders; while also providing direction for day-to-day parking decisions
- iv. Develop strategies and specific action items that address how to achieve that vision
- v. Convene a diverse group of stakeholders to create a balanced parking system that can meet a variety of needs

Planning Tasks

- 1) Review past downtown parking plans, background data and existing codes and policies that relate to the downtown area, and specifically to parking design and management
- 2) Evaluate the snow removal plan for downtown
- 3) Conduct a parking supply/demand analysis
 - i. Evaluate and build a model for downtown parking demand, breaking it out into user types, times of the day and location
 - ii. Collect detailed parking inventory, conduct parking occupancy surveys, usage trends, turnover, and unusual demand patterns, including the Spiker Parking Garage
 - iii. Look at peak parking demand including special events and seasonal activities
 - iv. Extrapolate future parking demand based on use and growth in the downtown area
 - v. Determine if there is over or under supply of parking and/or if existing parking is being used inefficiently
 - vi. Evaluate the effects of the Capitol Reconstruction Project on parking in downtown
 - vii. Conduct extensive discussion with downtown stakeholders such as DDA and key business owners to understand their needs and concerns
- 4) Develop parking management strategies
 - i. Evaluate and determine options for the City to manage existing and future parking resources
 - ii. Recommend options for commercial and residential permit programs, if applicable
 - iii. Evaluate safety and security concerns for evening and overnight parking and recommend possible solutions
 - iv. Recommend how existing on and off street parking could be used more efficiently
- 5) Develop financial models and strategies
 - i. Review current financial performance of the parking system in downtown

- ii. Project future revenues and expenses based on future demand as determined through the supply/demand analysis
- iii. Identify costs associated with any new future parking downtown such as a new parking garage, underground parking or surface lots
- iv. Identify if there are current parking lots which are not being used optimally.

Public and Stakeholder Involvement

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. This project will be a collaborative process involving the various downtown stakeholders very closely and providing the general public opportunities to get engaged in this process as well.

Every project is unique and requires a context based approach to its public involvement strategy. This project with its unique needs would require a variety of techniques to get involvement and input from diverse stakeholders and members of the general public. The MPO is in the process of updating its Public Participation Plan and contracting a public involvement specialist. The selected consultants will work closely with this person as well as MPO staff to develop a public and stakeholder involvement strategy specifically tailored to this project.

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

- i. Hold regular Stakeholder/Steering Committee meetings
- ii. Provide periodic updates to the MPO Technical Committee and DDA Board
- iii. Hold at least two public informational meetings
- iv. Conduct one on one meetings with agencies or downtown stakeholders such as the DDA, business owners, residents, patrons, employees etc. as needed
- v. Conduct a focus group with stakeholders to develop a vision for this plan and to discuss critical issues
- vi. Provide a final presentation to the MPO Technical Committee, City of Cheyenne Planning Commission and the City Governing Body during the approval of the Plan

The selected consultants will be accountable for outreach efforts for appropriate attendance at the stakeholder/public meetings. If attendance is low, it may be necessary to reschedule a meeting again or use an alternative tool to get public input.

Project Management Responsibilities

The selected consultants will be required to coordinate closely with the MPO and core project management team, including representatives from several 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 general public about the plan
- iv. Summarize discussions, comments, and attendance from all meetings

Project Deliverables

The Downtown Strategic Parking Plan should lay out a comprehensive framework for the downtown area in Cheyenne which helps the City in articulating its vision and parking management strategies for the heart of Cheyenne. The Plan should look at innovative strategies for parking management and pricing from the perspective of a variety of users. The Plan will include the following deliverables:

- Review of Existing Plans and Policies
- Supply/Demand Analysis
- Summary of Stakeholder and Public Involvement
- Proposed Parking Management Strategies
- Proposed Financial/Pricing Framework and Strategies
- Maps and GIS Files for proposed Strategies