



Cheyenne Metropolitan Planning Organization

Parsley Boulevard Corridor Plan

Request for Proposals

Due March 2, 2018



February 12, 2018

The Cheyenne Metropolitan Planning Organization (Cheyenne MPO) hereby requests the professional services to develop thirty five percent design plans for the reconstruction of Parsley Boulevard. Qualified firms are invited to submit a letter of interest, eight (8) copies of a proposal, and one (1) sealed envelope with the firm's fee schedule and cost estimate to:

Contact: Nancy Olson
Address: Cheyenne MPO
2101 O'Neil Avenue
Cheyenne, WY 82001
www.plancheyenne.org
Phone: 307-638-4366
Fax: 307-637-6308
Email: nolson@cheynnemppo.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. The Cheyenne MPO will select and interview up to three consultants from those responding to this request. The Cheyenne MPO will consider responses received by 4:00 p.m. Mountain Time on March 2, 2018.

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 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 on the project team.
 - a. Consultants that are Disadvantaged Business Enterprises (DBE; Minority, Women owned or Veteran Business Enterprises) should be identified.
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 modified Scope of Work.

5. **Other information** – Any additional information you believe would be useful to the selection committee should be placed in this section. Focus on how your firm best meets the selection criteria.
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 and base hourly rates for all consultants and subs 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 the MPO at any time prior to noon on February 23, 2018. 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 placed on the MPO webpage. 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, 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 –	February 7, 2018
RFP on website –	February 9, 2018
Deadline for Questions –	February 23, 2018
RFP due –	March 2, 2018
Select the consultants to be interviewed –	March 9, 2018
Interviews to select Consultant –	March 29, 2018 afternoon
Draft Contract from Consultant –	April 6, 2018
Final Contract from Consultant –	April 11, 2018
Agenda Deadline to Clerk’s Office –	April 18, 2018
Introduced to Governing Body –	April 23, 2018
Finance Committee –	May 7, 2018
Contract Approved at City Governing Body –	May 14, 2018
Notice-to-Proceed issued by MPO if Agreement was Approved –	May 15, 2018

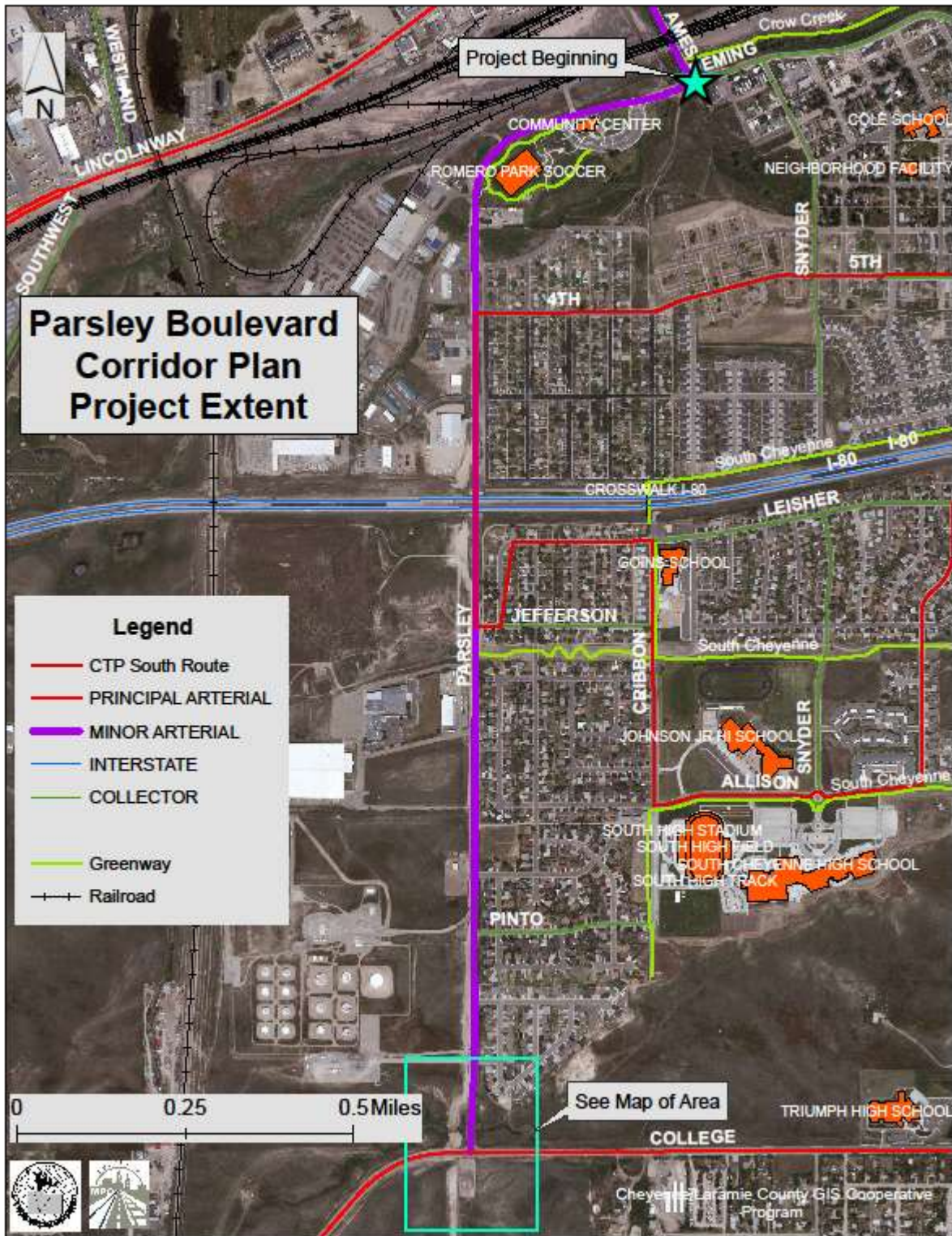
COST

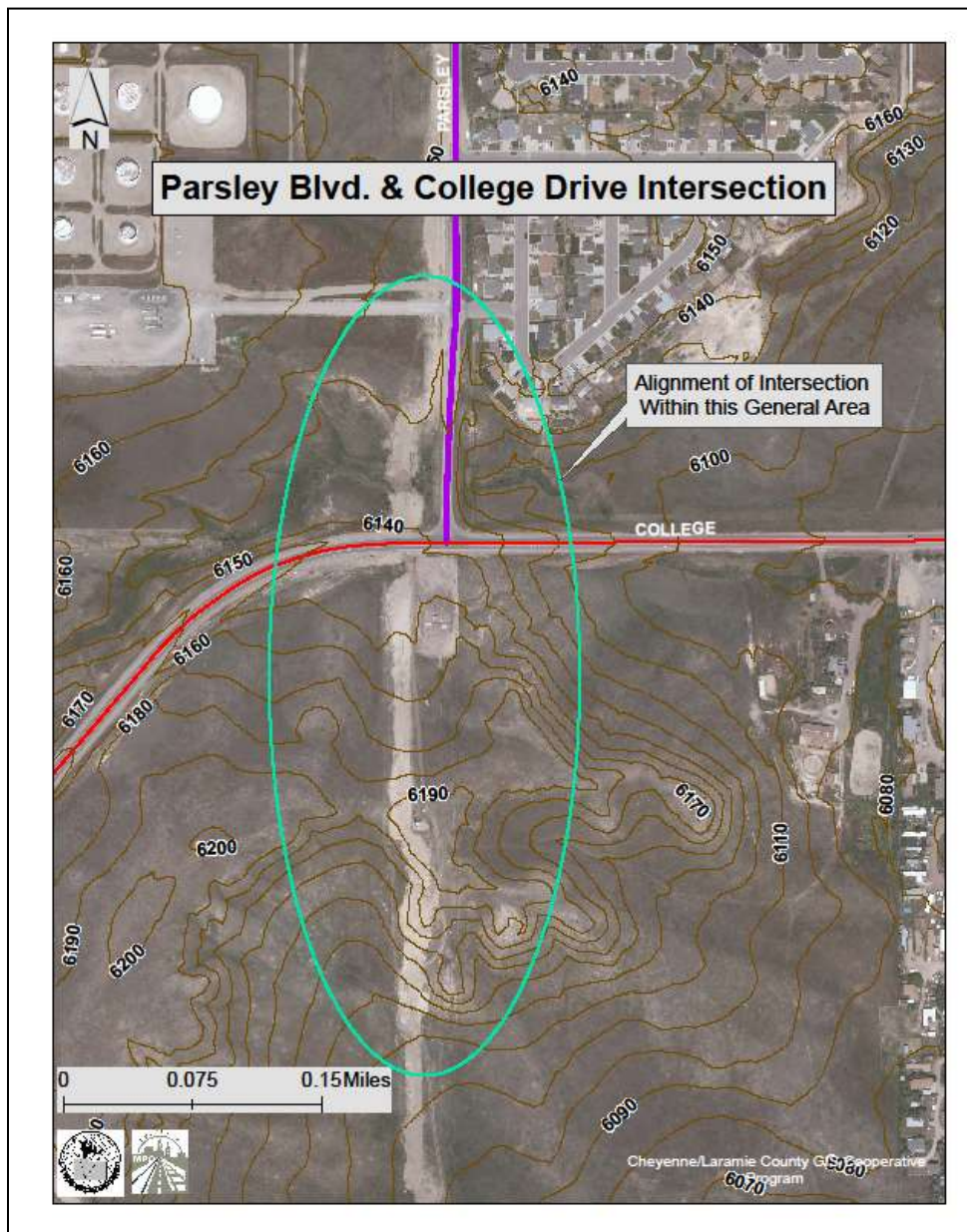
Cheyenne MPO has some funds budgeted for this project in FY `18, however, additional funds for this project may be programmed in Federal FY `19 if necessary. The MPO reserves the right to amend the budget, as necessary. The final budget will depend upon the specific and final Scope of Work and the negotiated 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.

EVALUATION CRITERIA

WEIGHTED SCORING CRITERIA

PROJECT: Parsley Boulevard Corridor Plan				
<u>CRITERIA</u>	<u>DESCRIPTION</u>	<u>WEIGHT</u>	<u>SCORE</u> (0 - 10)	TOTAL
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>		
Written Proposal quality	Readability, completeness, brevity, and organization of the written 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				





GENERAL CONDITIONS

The following items are considered to be included as part of the basic compensation for this project as required:

- Normal business expenses – phone, postage
- Cost of insurance
- In-house computer time and service
- Word processing, accounting and person-hour records

- Permits and license fees
- Mileage
- Travel fees, room and board, per diem
- Printing costs for all standard review plans and other correspondence and contract documents
- Film and processing
- All sub consultants' fees at cost

PURPOSE AND NEED

Parsley Boulevard is rural in character and does not accommodate all modes of travel including facilities for pedestrians or bicycles. ADA accommodations are also absent along the corridor and at the intersecting roads. The main obstacle to the conversion of Parsley into an urban street is the narrow bridge structure that spans I-80 which does not have sufficient width for sidewalks or bike lanes.

Note: The 2018 Wyoming State Transportation Improvement Projects has identified in FY '23 a bridge replacement for the I-80 Parsley Boulevards Structure No. ADZ. The cost estimates are \$1,971,000 for Federal share and \$207,000 for the State for a total of \$2,178,000. The bridge over I-80 located on ML6738B, RM 0.94 (Parsley Blvd.) is a four-span continuous wide-flange girder bridge built in 1965. The bridge is structurally deficient due to a deteriorated deck, superstructure, and substructure. This structure has also been impacted numerous times due to over height loads. Due to the costs associated with rehabilitating the structure, and the need to increase vertical clearance beneath the bridge, it is recommended to replace the structure with a new structure that meets current design and functional standards

It is the intention of this project to create a plan that assures this collector safely encourages and accommodates multimodal travel to the neighborhoods, industrial areas and the LCSD#1 schools that are nearby. The design of Parsley will influence the vertical and horizontal dimensions for the new WYDOT bridge structure. As growth continues in south Cheyenne, traffic on this road will increase. This plan will recommend Parsley Boulevard's future needs.

PROJECT AREA DESCRIPTION

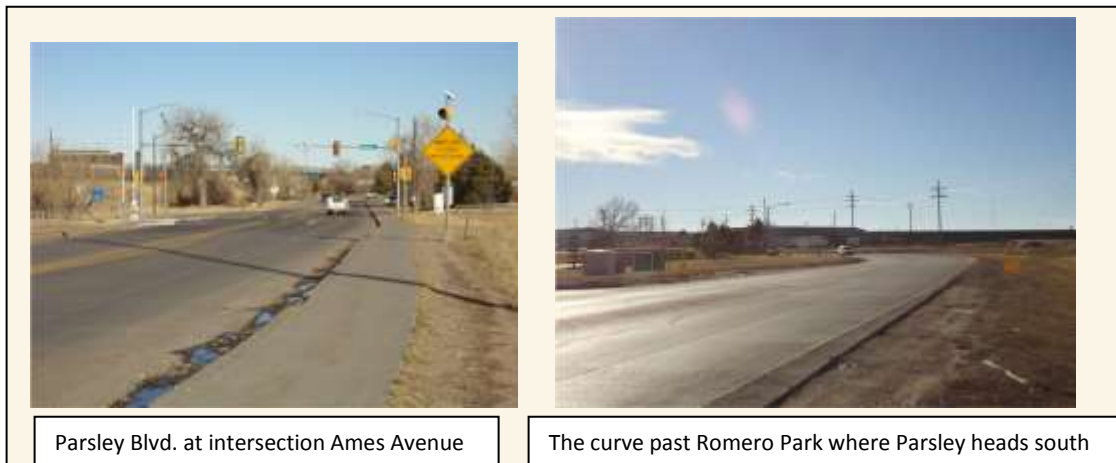
Parsley Blvd., is just under two-mile long and is a minor arterial. It remains as it was originally built; a two-lane rural road with very narrow paved shoulders. The speed limit is 40 mph. The current southern terminus of Parsley Blvd. is W. College Drive. This project's limit is between Ames Avenue and College Avenue. West of Parsley Boulevard the zoning is light industrial and heavy industrial. East of the corridor is predominantly residential. A little over three quarters of a mile from its beginning at the Ames/Deming and Parsley intersection, it crosses I-80. The bridge structure over I-80 is functionally obsolete and the paved section is only 24 feet. Sidewalks and bike facilities are non-existent on the bridge and for most of the corridor. Sidewalk does exist however around and in Romero Park. The Cheyenne Transit Program's (Cheyenne city bus) south fixed route serves about three blocks of the corridor. The route bus comes from the east along

Jefferson Avenue, and then proceeds north on Parsley. It turns back east on 4th street and continues northeastward. A bus stop without a paved pull out is located at the corner of Jefferson and Parsley.



For the purpose of description, the northern segment will be from Ames Avenue to I-80 and the southern segment will be from I-80 to W. College Drive.

Northern Segment: In the northern segment, the right of way varies from the intersection of Ames Avenue then expands to 120 ft. along the curve and remains consistent to the I-80 bridge structure. Arp Avenue runs parallel east of Parsley Blvd like a frontage road configuration. A narrow strip of privately owned land within a large barrow ditch separates the two roads.



The newest community park; David R. Romero Park is also in the stretch north of I-80 and is across the road from the UPRR Yard. This park contains the popular Youth Activity and Community Center, and other amenities such as playing fields, disc golf course, playgrounds and rental facilities for special events. Three streets intersect Parsley in this northern stretch; one collector and two locals from the east and two local road from the west side along with several industrial property driveways.

Southern Segment: The right of way south of I-80 is mostly 90 ft. but narrows to approximately 50 ft. in width just north of College Drive as there is unplatted land adjacent to the corridor on the eastside.



The Greater Cheyenne Greenway tees into Parsley approximately 1100 feet south of the Interstate. As the Greenway heads east less than a quarter mile from the Parsley corridor it connects to three public schools. Just south of Johnson and across Allison Road is South High School. Its new stadium and track and field facilities are used district wide and generate a lot of traffic during athletic events. This southern segment of Parsley also has three local intersections and two collectors from the neighborhoods from the east and two short local streets and several industrial property driveways from the west.



At this point in time no funding has been identified to reconstruct this corridor.

The consultant will evaluate, confirm past plan alignments or recommend a new street alignment for Parsley Blvd south of W. College Drive. Using the 2004 South Cheyenne Streets 10% Design Plan, the consultant should reevaluate the two alignments and if possible, select

one to continue Parsley southward from W. College Drive to future intersections with Wallick. The proposed location for the said intersection could be different from the location where Parsley intersects W. College currently.

EXISTING DOCUMENTS

The Cheyenne MPO Office can provide some recent traffic and crash data, future traffic projections, aerial photography, GIS layers reflecting zoning, land use and, City water and sewer, etc. The South Cheyenne Water and Sewer District can provide location of their utilities in the area.

Plans and reports that are relevant to this study and can be accessed at the MPO office include:

- *PlanCheyenne 2014*, Cheyenne MPO
- *Street Network Master Plan - South Cheyenne Streets*, A.V.I. p.c., May 20, 2004 Cheyenne MPO
- *Cheyenne Metropolitan Area Pedestrian Plan and Safe Routes to School Plan*
- *Cheyenne On Street Bicycle Plan*
- *City of Cheyenne Unified Development Code*

CONSULTANT INVOLVEMENT

The consultant will hold meetings as needed with the Project Steering Committee, Stakeholders consisting of but not limited to, City Planning, Public Works and Engineering, County Public Works and Planning, WYDOT 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 /City Engineering/Public Works/ WYDOT staff.

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 in the neighborhoods adjacent to obtain public input and will involve advertisement and active solicitation. (See the Public Involvement Section below) Before presentations of the final document to the City Governing Body, the consultant will present at meetings with the MPO Technical, Citizen's Advisory Committee, City Planning Commission and possibly the County Planning Commission.

The consultant will be responsible for miscellaneous copies for review to MPO/Engineering and Steering Committee as needed throughout the project.

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."

PLANNING TASKS

1. Schedule and conduct a kick off meeting, steering committee meetings before each public meeting or public involvement opportunity, and before the draft plan is scheduled to go to Planning Commission for final public hearing.
2. The Consultant shall review PlanCheyenne and all existing studies, development actions in the vicinity, etc. that exists for any part of the study area and make recommendations that incorporate these existing studies. The consultant will fully organize the project and develop the concept plan for the study area. This will involve discussions with adjacent property owners, the Laramie County School District, City staff, Cheyenne Transit staff and WYDOT, etc.
3. Research and document all known utilities within the study area including storm sewer, and the Board of Public Utilities Southern Water Main Extension. Create a checklist of considerations and assumptions relating to utility infrastructure adjacent and within the Parsley Blvd. right of way.
4. The Consultant will evaluate traffic safety and drainage issues (if any) throughout the Parsley Boulevard Project study area between Ames Underpass to W. College Drive including driveway access realignments or modifications; intersection modifications or reconfiguring; and utilities relocations. The consultant shall consider ADA accessibility issues for future transit routes, vehicular, pedestrian, and bicycle needs for today's traffic and the 20-25 year traffic forecast. It will be a benefit for the consultant to be experienced in all traffic control and intersection options including modern roundabouts. The consultant shall research signal warrants at the W. College intersection for current and future (20-25 yr.) traffic volumes.
5. The Consultant will develop and incorporate detailed conceptual plans to the 35 percent design level for long term improvements of traffic operations between Ames and College. Accommodations for all modes of travel should be considered. Because of the three schools, a transit route on the corridor, and the residential neighborhoods to the east of the corridor, it is essential for this corridor to provide a good walkable pedestrian environment and safe bicycle facilities.

6. The Consultant will develop 10% Plans for Parsley between W. College and Wallick Dr.
7. The Consultant will develop cost estimates for preliminary construction, Rights of Way acquisitions and drainage improvements (if necessary) for the project. The Consultant shall clearly identify any property that will need to be acquired for the recommended solutions.
8. Along with regularly scheduled meetings with Cheyenne MPO and City Staff the Consultant will be prepared to make presentations to the Planning Commission(s), the Cheyenne MPO Policy, Technical Committee, and one City Council meeting.
9. The consultant will provide the recommendations, improvements and selected alignment in a format capable of being imported into the City's ARC/Info GIS system. The consultant will work with the GIS staff to develop the specifics of the various files.

PUBLIC INVOLVEMENT

1. Review the MPO Public Participation Plan
2. Conduct Public Involvement utilizing a greater outcome based approach. Education and solicitation of input strategies shall be based to the best extent possible on achieving neighborhood support. The process shall begin with the establishment of clear goals and objectives with respect to the project and meaningful public involvement and outreach. Success in the public process will be measured by the achievement of consensus between stakeholders and the determination of a recommended and accepted course of action.
3. Use a variety of strategies listed in the Public Participation Plan to gather feedback and inform the public of the project.
4. Provide photographs, displays, maps and survey links, text and results to staff, for use on the MPO website and on Facebook.
5. Design all internet and traditional advertising of the project. With the assistance of the Steering Committee and MPO staff, choose public input opportunities, venues or platforms and produce all meeting materials.
6. Project consultants will be expected to attend public meetings.

DELIVERABLES

The consultant will be responsible for miscellaneous copies for review to MPO/steering committee as needed throughout the project. The consultant will be responsible for providing up to ten (10) hard copies of the preliminary draft report. The consultant will be responsible for providing up to ten (10) hard copies of the final report, maps and the resolution after its adoption by the Governing Body and MPO Policy Committee, along with electronic copies in PDF format.

Specific deliverables are expected to include (but may not be limited to) the following:

1. Advertisement design and electronic copies for public participation efforts that may possibly include postcards, newspaper advertisements, and social media, among others.
2. Displays for staff, steering and/or public meetings including maps, boards, handouts, surveys and sign-in sheets. These will be available as electronic copies to the MPO to review several days prior to meetings and summaries of surveys promptly upon completion.
3. Summary of all public meetings and steering committee meetings will be produced within a week of the event.
4. Power Point presentations given to ALL meetings, and a text summary of all meetings for the MPO website.
5. Thirty five percent (preliminary) plan and profiles for the roadway, needed rights of way, utilities and drainage considerations of Parsley Blvd. from Ames Ave. to College Drive and a 10% evaluation and plans for Parsley Alignment South of College Drive to Wallick Road as per PlanCheyenne, Master Transportation Plan.
6. Cost estimates for preliminary construction, Rights of Way acquisitions and drainage improvements (if necessary) for the project.
7. Documentation of progress shall be included with every invoice.
8. Electronic copies of all documents, images, photos, draft plans and final plans.