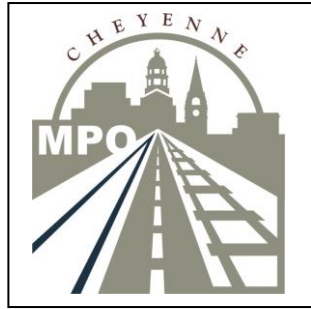


Request for Proposals

March 25, 2021



Solicited by the
Cheyenne Metropolitan Planning Organization

East Pershing Boulevard Plan

Proposal Due: April 23, 2021



Cheyenne Metropolitan Planning Organization
Mailing Address - 2101 O'Neil Avenue
Office Address – 615 W. 20th Street
Cheyenne, Wyoming 82001
(307) 637-6299

March 25, 2021

The Cheyenne Metropolitan Planning Organization (Cheyenne MPO) hereby requests the professional services to develop thirty-five percent design plans for the reconstruction of East Pershing Boulevard between U.S. 30 (East Lincolnway) and Christensen Road. The consultant will conduct all the tasks identified in the attached SCOPE OF WORK. Qualified firms are invited to submit a letter of interest, six (6) copies of a proposal, one (1) PDF file of the proposal emailed to the MPO contact, and one (1) sealed envelope with the firm's fee schedule and cost estimate to:

Contact: Thomas Mason, Director
Address: Cheyenne MPO
2101 O'Neil Avenue, #110
Cheyenne, WY 82001
www.plancheyenne.org
Phone: 307-637-6299
Email: tmason@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 April 23, 2021.

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 firm should show their familiarity with the project area. The firm 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, brief 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 this contract will be sent to the City Governing Body for approval as the final contract will be \$25,000 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 firms may submit inquiries in writing to the MPO at any time prior to noon on April 9, 2021. Any written question by 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 and will be placed only on the MPO webpage. Any or all changes, additions, or clarifications about this RFP shall be issued by the MPO in the form of written addenda and placed on the MPO webpage. It is the responsibility of the proposers to find any addendums on the MPO webpage. No technical assistance shall be given by the MPO to any proposer in preparation of its proposal. 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 up to three 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. Then 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	March 24, 2021
RFP on website	March 25, 2021
Legal Ad in Paper	March 27, 2021
Deadline for Questions	April 9, 2021 - Noon
RFP due	April 23, 2021 – 4:00 PM
Select the consultants to be interviewed	May 7, 2021 - Noon
Interviews held to select Consultant	May 20, 2021 - Morning
Contract from Selected Consultant	May 28, 2021 - Noon
Contract Deadline to City Clerk	June 9, 2021 - Noon
Introduced to City Governing Body	June 14, 2021
Finance Committee	June 21, 2021 - Noon
Contract Approved at City Governing Body	June 28, 2021
Notice-to-Proceed issued once Agreement is Approved	June 29, 2021

COST

Cheyenne MPO has \$95,000 budgeted for this project in FY '21. 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: East Pershing Boulevard 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				

East Pershing Blvd Plan

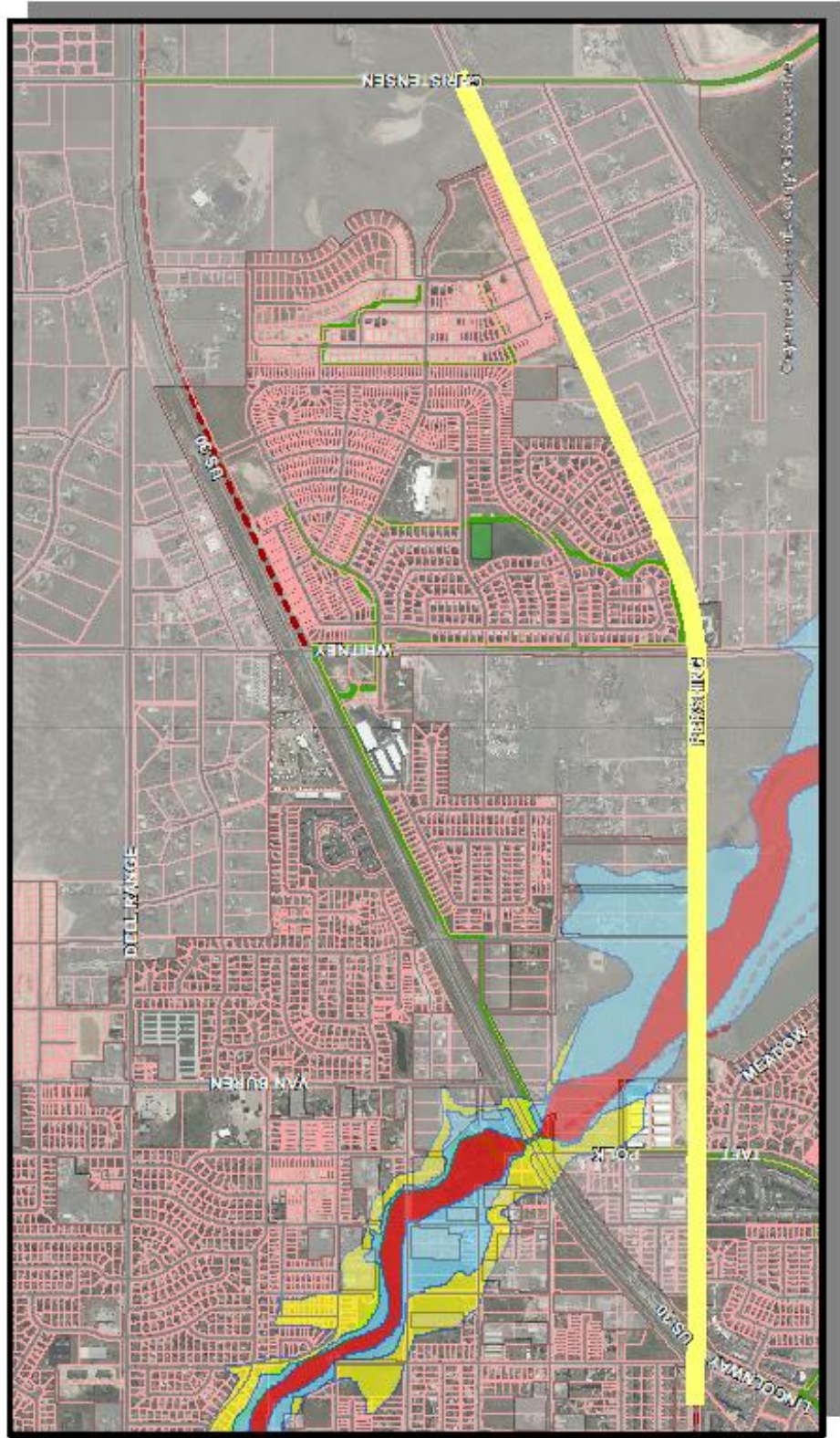


- Legend**
- E Pershing Blvd - Project Area
 - Flood Hazard Areas
 - Platted Info - Blocks/Lots/ROWS
 - FEMA FLOODWAY
 - Greenway Centerlines
 - FEMA 100YR FLOODPLAIN
 - FEMA 500YR FLOODPLAIN
 - Greenway Future Centerlines
 - CITY/CNTY 100YR FLOODPLAIN
 - County Jurisdiction



Overview Map

This map/data is made possible through the Cheyenne and Laramie County Cooperative GIS (CLOGGIS) Program and is for display purposes only. The CLOGGIS invokes its sovereign and governmental immunity in allowing access to or use of this data, makes no warranties as to the validity, and assumes no liability associated with the use or misuse of this information.



Cheyenne and Laramie County GIS Cooperative

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
- All sub consultants' fees at cost

PROJECT AREA DESCRIPTION

Originally, E. Pershing was a county two-lane rural road. In 1994, it was rebuilt into a 3-lane collector while the Dry Creek was channelized.

The project section begins at U.S. Highway 30, a.k.a., East Lincolnway. This intersection was recently studied in 2019 by Kimley-Horn in a study called the *East Lincolnway and East Dell Range Plan*. The *East Pershing Blvd Plan* will cover the corridor between U.S. 30 and the recently completed Christensen Road. The length is a 2.2-mile section of 3-lane rural roadway, that has 12-foot lanes and 8-foot shoulders. The total width is 52-feet wide. Along the corridor, the primary intersections with other functionally classified roads are at Taft/Polk Avenues, Whitney Road, and Foster Avenue. There are other intersections with local streets, alleys, and private driveways. In Saddle Ridge another Elementary School is planned to be built between Farthing Road and Dixon Drive.

Sidewalk is only found in two areas. One is on the southeast corner of U.S. 30 and Pershing from U.S. 30 to almost Dry Creek. However, there is not good, direct connection from the southeast corner of U.S. 30 to the sidewalk around the corner of the development. Sidewalk is also missing in another section east of Taft adjacent to residential lots. None of the sidewalk is of proper width. The other sidewalk/Greenway is found on the northeast corner of Whitney and Pershing adjacent to the Saddle Ridge subdivision. The sidewalk/Greenway is built between Whitney Rd. and the ditch drainage channel; therefore, it doesn't connect to the intersection for pedestrian crossing. The remaining Saddle Ridge subdivision is without public sidewalk adjacent to Pershing all the way to Christensen Road. As a part of the Christensen Project, the city built a Greenway-width sidewalk a short distance west of the intersection for future connection.



Looking West just East of Dry Creek



Drainage Ditch without Sidewalk



Drainage Ditch with Narrow Sidewalk

This planning project should determine if the corridor should be upgraded in the future to a curb and gutter section with underground storm drainage. The entire corridor has barrow ditches for drainage. In 1994, Dry Creek was channelized between U.S. 30 beyond Pershing in a southeasterly direction. This narrowed the flood plain between U.S. 30 and Pershing, but the official flood plain mapping may be inaccurate. With the Dry Creek channel work, a drainage structure was built under E. Pershing. The width of E Pershing at this structure is approximately 52-feet. The three lanes and 8-foot shoulders are in place but there is no sidewalk nor room for a sidewalk over the culvert. The length of the culvert is approximately 71-feet long. Drainage from the Dakota Crossing subdivision finds its way to Dry Creek east of the Dry Creek crossing. Stormwater from future development will also find its way to Dry Creek and may add to flooding problems in the area. It would be prudent to look at the City Stormwater model to determine if the Dry Creek culverts at Pershing are big enough to handle future stormwater needs. City Engineering will be updating the Dry Creek Master Plan while this corridor plan is being conducted.



East Pershing at Dry Creek Culverts



Pershing Drainage on the Northside

The known traffic count on this portion of Pershing and the years collected are:

West of U.S. 30 (2019)	9,081
East of U.S. 30 (2016)	8,087
West of Whitney (2018)	4,365
East of Whitney (2018)	2,436

PURPOSE AND NEED

East Cheyenne has been growing significantly. Cheyenne's landowners and developers are addressing this documented housing shortage. [Housing Deficit: What we need to do? \(cheyennechamber.org\)](http://cheyennechamber.org)

Housing growth on the east side of the metro area has been addressed by the platting and development of Dakota Crossing, the completion of Sunrise Estates and Saddle Ridge Phases I and II. The total lots in these subdivisions respectively are approximately: 191, 313, and 1,174 (more are coming in future plats in Saddle Ridge II). In the county, numerous subdivisions in the northeast and east side of the urban area have developed and been built out. Other, subdivisions are also in the process of being planned and platted.

A mile north of Pershing and west of Whitney Road, another subdivision known as Whitney Ranch has proposed over 1,700 residential lots with a large area for commercial zoning. East of Whitney Road, at the northeast corner of Dell Range and Whitney, a 56 residential lot subdivision with commercial zoning is also in the works. South of E. Pershing between the Dry Creek flood plain and Whitney Road, the City has purchased 105 acres of property for the future development of a large community park (East Park). In the land east of the "East Park", there are approximately 11 acres available for potential residential development.

In the large triangle area north of E. Pershing, between Whitney to the east and U.S. 30 to the north, there are 305 acres in which 62% is rural Laramie County. There are 110 residential units in this county area, but they are all on well water and septic systems. It is believed eventually this area could redevelop into urban higher-density developments as property owners convert to city water and sewer systems, therefore greatly increasing densities and traffic on E. Pershing.

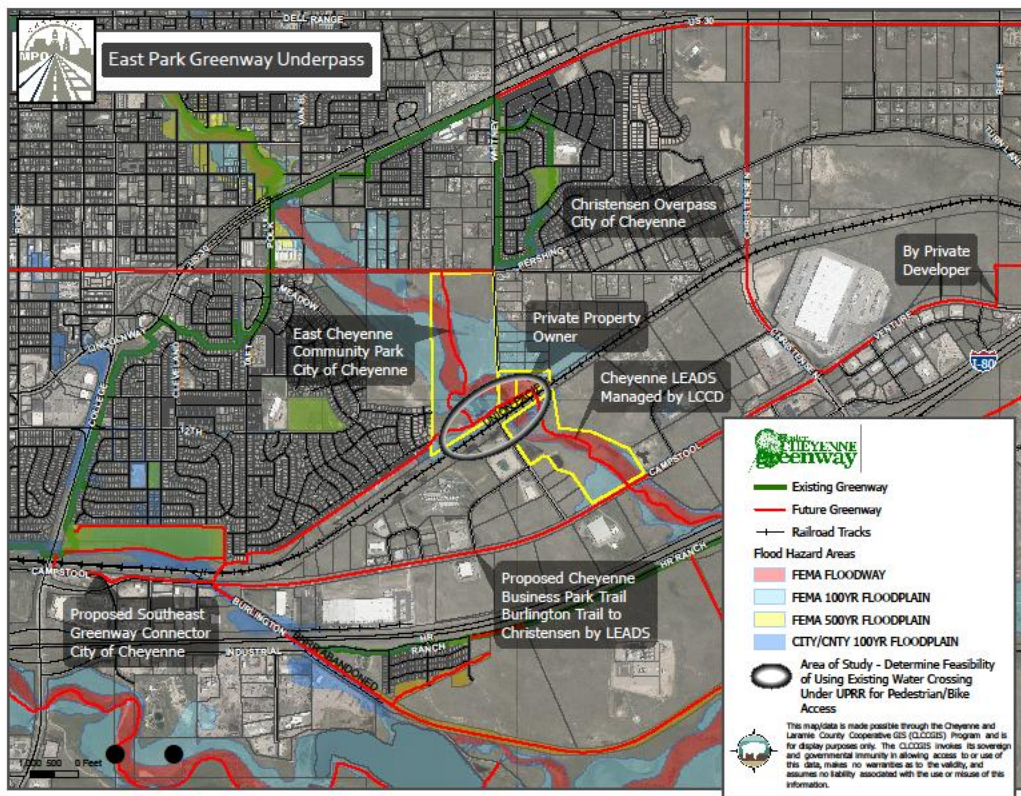
To address the housing and associated employment growth, the MPO planned and the City built the *Christensen Road Railroad Crossing* project between U.S. 30 and Campstool Road. Other major roads in the area are being impacted by development. This impact to the road network has led the Cheyenne MPO to study other nearby collectors and arterials. Those studies include: [East Dell Range and U.S. 30 Corridor Study](#) and [Whitney Road Corridor Plan](#).

Not only have these corridors been planned, the City, County, and WYDOT are moving forward on the final design and construction of the following roads within the next five years: Dell Range between College Drive and the relocated intersection with U.S. 30; Whitney Road between U.S. 30 and north of Dell Range; and U.S. 30 from Pershing to the U.P.R.R. Overpass. Some segments of Dell Range and Whitney Road will most likely be improved in conjunction with the Whitney Ranch development.

While East Pershing Blvd. is sufficiently wide enough for traffic today, it lacks pedestrian and bicycle facilities. Given the recent and future growth in the area and the potential for denser development on both sides of the corridor, especially between U.S. 30 and Whitney Road, and the new access to Saddle Ridge east of Whitney Road, the local agencies and staff felt it was a priority to study E. Pershing and prepare a plan to be ready to rebuild the street in the future.

The MPO is also in the process of conducting a plan for routing the Greenway extension to the proposed *East Park* and connecting it to the Cheyenne LEADS Business Park which will require crossing of the UPRR tracks. Improving drainage under the railroad tracks is also part of the *East Park Greenway Plan*. Greenway is near this corridor at the northwest corner of Pershing and Christensen, the

northeast corner of Pershing and Whitney and as it crosses Pershing at Taft/Polk. This project will review how Greenway (10' wide) will run along the corridor.



Proposed East Park and Vicinity Greenway

The Travel Demand Forecast Model has been updated for the *Connect 2045 – PlanCheyenne Master Transportation Plan Update*, providing new traffic forecasts for determining future right-of-way and street cross section needs. More studies will be needed to address private access and traffic control with the anticipated increase in vehicular volumes along this corridor.

EXISTING DOCUMENTS

The Cheyenne MPO Office can provide recent traffic and crash data, future traffic projections from the *Connect 2045* Travel Demand Forecasting Model, aerial photography, GIS layers reflecting zoning, land use and, City water and sewer, etc. Plans and reports, relevant to this study, can be accessed at the MPO office:

- Current traffic counts
- Crash Reports
- City of Cheyenne Unified Development Code
- *PlanCheyenne Master Transportation Plan Update called Connect 2045*, Cheyenne MPO
- *Cheyenne Metropolitan Area Pedestrian Plan and Safe Routes to School Plan*
- *Cheyenne On Street Bicycle Plan*

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, City Board of Public Utilities, Laramie County Public Works and Planning, WYDOT, and MPO during the course of the project. The Consultant should conduct 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 Departments, County Departments, and WYDOT staff, etc.

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.

Effort will be made in the adjacent neighborhoods 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 and Laramie County Board of Commissioners, the consultant will present at meetings with the MPO Technical Committee, Citizen's Advisory Committee, and City and County Planning Commissions.

The consultant will be responsible for providing copies/files for review to the MPO and the 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."

PROJECT OVERVIEW AND TASKS

- Develop a 35% design plan for the reconstruction of East Pershing between U.S. 30 Lincolnway and Christensen Road for all modes.
- The work on this corridor plan will not include a traffic analysis of the U.S. 30 and E. Pershing intersection. However, recommendations pertaining to pedestrian wayfinding and movement within the vicinity of the intersection and throughout the corridor are desired.
- Given the known and projected housing and employment growth on the east side of Cheyenne, this study will determine the appropriate lane configuration and/or traffic control on East Pershing between U.S. 30 and Christensen Road.

- The Cheyenne MPO will collect, process, and make available Peak-Hour Turning Movement Counts at the following locations:
 1. US 30/Lincolnway & Pershing Blvd
 2. Grassland Pkwy & Pershing Blvd
 3. Pierce Ave & Pershing Blvd
 4. Taft Ave/Polk Ave & Pershing Blvd
 5. Hayes Ave & Pershing Blvd
 6. Wenandy Ave & Pershing Blvd
 7. McKinley Ave & Pershing Blvd
 8. Whitney Rd & Pershing Blvd
 9. Tate Rd & Pershing Blvd
 10. Fireside Dr & Pershing Blvd
 11. Foster Ave & Pershing Blvd
 12. Huisman Rd & Pershing Blvd
 13. Farthing Rd & Pershing Blvd
 14. Christensen Rd & Pershing Blvd

- The Cheyenne MPO will collect, process, and make available ADT Volumes / Speed / Classifications at the following locations:
 1. Pershing Blvd West of Taft Ave/Polk Ave
 2. Pershing Blvd West of Hayes Ave
 3. Pershing Blvd West of Whitney Rd
 4. Pershing Blvd West of Fireside Dr
 5. Pershing Blvd West of Farthing Rd
 6. Pershing Blvd West of Christensen Rd

- Cheyenne UDC Article 4: Intersection spacing for a minor arterial is 660' with the distance between signals being 1320'. Review the possibility of consolidating driveways, accesses, etc. which may provide traffic and neighborhood connectivity benefits. (See recommendations for U.S. 30 accesses in the *East U.S. 30/Dell Range Plan*.)

- Determine the locations of and justifications for possible future traffic control devices.

- Determine the 25-year typical sections and alignments of East Pershing from U.S. 30 to Christensen, including approaching roadway and access tie-ins.

- Review existing and future water flow to Dry Creek and determine the appropriate width of the Dry Creek Box Culvert. Consider if additional lanes and space are needed for sidewalks and/or Greenway. If more width is needed, determine how the Dry Creek structure will be widened. Provide probable preliminary design and cost estimate.

- Determine how many travel lanes are needed between U.S. 30 and Christensen. If lane transitions are needed, detail lengths and locations where they should occur.

- Plan and Profile Sheets are required and will be based on known survey data obtained from the MPO.

- Determine 35% designs for storm water drainage along the East Pershing Corridor.

- Develop cost estimates.



East of the Pershing and Christensen Intersection looking West



Pershing looking East beyond Taft/Polk

PUBLIC INVOLVEMENT

Using the updated 2020 MPO *Public Participation Plan*, the selected consultants will develop a public involvement strategy that will be uniquely tailored to the needs of this project to achieve neighborhood support and consensus between stakeholders and the determination of a recommended and accepted course of action. A minimum of two public open house meetings and various other public outreach techniques will be used to gather feedback and inform the public of the project. Each public meeting should be expected to be both in-person and virtual. Consultants shall design all digital and traditional advertising materials for the project, as well as produce all meeting materials. These materials, along with public engagement results, will be provided to staff for use on the MPO website and other associated social media platforms including Facebook. Consultants will work closely with a project Steering Committee made of technical staff from the City, County, MPO and possible neighborhood representatives. The consultants will meet with them as necessary but no less than every month to coincide with monthly billings during the project. Periodic updates, with necessary presentations, will be provided to the MPO and the Project Management/Steering team. During the plan development the consultant will conduct two presentations to both the MPO Citizens' Advisory Committee and the Technical Committee. During the adoption process, the consultant shall also plan on presentations to the City and County Planning Commissions, the City Public Service Committee and Governing Body, Laramie County Commissioners and the MPO Policy Committee.

DELIVERABLES

The consultant will be responsible for providing material/data 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 after its adoption by the Governing Body, Commissioners and MPO Policy Committee, along with electronic copies in PDF format.

Specific deliverables 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, shall be provided promptly upon completion.
3. Summaries of all public meetings and steering committee meetings will be produced within a week of the event.
4. PowerPoint presentations given at 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 E. Pershing from U.S. 30 to Christensen.
6. Cost estimates for preliminary construction, Rights-of-Way acquisitions, and drainage improvements 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. If TransCAD or ArcGIS files are produced, then they should be provided to the MPO, as well.



At the Dry Creek Culvers Looking East



Eastern Section of Pershing Looking West



East of U.S. 30 Intersection Looking West



Looking East into the Future East Park Toward Whitney



South of Saddle Ridge Looking East



South of Saddle Ridge Looking West