



Cheyenne Metropolitan Planning Organization

TRANSIT DEVELOPMENT PLAN

**Cheyenne Metropolitan Planning Organization on behalf of
Cheyenne Transit Program**

Request for Proposals

Due May 28, 2021

April 30, 2021

The Cheyenne Metropolitan Planning Organization (Cheyenne MPO) on behalf of the City of Cheyenne's Transit Program hereby requests the professional services to develop a comprehensive five-year Transit Development Plan (TDP) for the Cheyenne Urbanized Area. This plan will cover the Federal Fiscal Years 2021-2025. 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: Jillian Harris
Address: Cheyenne MPO
2101 O'Neil Avenue, #110
Cheyenne, WY 82001
www.plancheyenne.org
Phone: 307-638-4384
Fax: 307-637-6308
Email: jharris@cheyennemopo.org

Proposals should be limited to 8 ½ x 11 sheets for a maximum of twenty five (25) 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 Friday, May 28, 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 open 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 is \$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 May 14, 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, Cheyenne Transit Advisory Committee, WYDOT, and/or FHWA. The committee will interview up to three 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	April 28, 2021
RFP on MPO website	April 30, 2021
Legal Ad in Paper	May 1, 2021
Deadline for Questions	May 14, 2021 – Noon
RFP due	May 28, 2021 – 4:00 PM
Select the consultants to be interviewed	June 10, 2021
Interviews to select Consultant	June 24, 2021
Contract from Consultant	July 7, 2021
Contract Deadline to City Clerk	July 21, 2021 – Noon
Introduced to Governing Body	July 26, 2021
Finance Committee	August 2, 2021
Contract Approved at City Governing Body	August 9, 2021
Notice-to-Proceed issued by MPO if Agreement was Approved	August 10, 2021

COST

Cheyenne MPO has \$100,000 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.

CONSULTANT INVOLVEMENT

The consultant shall hold meetings as needed with the Steering Committee, City, County, and WYDOT 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/Transit 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 shall 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 shall also prepare such graphics and other maps that may be needed to illustrate the recommendations, and alignments and improvements proposed. The consultant shall 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. At least two public meetings, with appropriate visual aids, will be held in the study area to gather citizen input and disseminate results. Before presentations of the final document to the City and County Governing Bodies, there will be meetings with the MPO Technical, Cheyenne Transit Advisory Board, Citizen's Advisory Committee, and the City and County Planning Commissions.

The consultant shall be responsible for copies for review to MPO and Transit Staff as needed throughout the project. The consultant shall be responsible for providing ten (10) hard copies of the preliminary draft report and electronic files. The consultant shall be responsible for providing ten (10) hard copies of the final report and maps after its adoption by the Governing Bodies, 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: Cheyenne Transit Program Transit Development 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>		
Adequate resources	Sufficient available staff and equipment to complete the proposed work within the requested time frame.	<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>		
Project innovations	Ideas or suggestions to improve the schedule, feasibility, cost savings and/or scope of the project.	<u>9</u>		
Familiarity with project	Knowledge of project background, needs, goals, limitations, and special considerations.	<u>8</u>		
Proposal quality	Readability, completeness, responsiveness, brevity, and organization of the proposal.	<u>8</u>		
Performance on past projects	Success on previous projects in the way of project quality, budget, schedule and cost control.	<u>7</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>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>		
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

**Scope of Services for
2021 – 2025 Transit Development Plan
Cheyenne Metropolitan Planning Organization On behalf of the
Cheyenne Transit Program**

The goal of this Transportation Development Planning (TDP) process is to provide the best service to the current and future transit riders of the Cheyenne Transit Program and operate this public service efficiently.

BACKGROUND

Cheyenne is located in the southeastern corner of Wyoming on the northern edge of the Front Range with an urbanized population of 76,456. As of the posting of this RFP, the Cheyenne Urban Area has 24,647 residential units within a quarter mile of a transit route.

The City of Cheyenne, Transit Program (CTP), a division within the City of Cheyenne's Public Works Department, oversees the day-to-day operations, including administration, drivers, maintenance and garaging, dispatch and customer contact. The City-owned fleet consists of 21 body-on-chassis buses, all of which are wheelchair accessible, with 2 of the buses having low-floor design. When fully staffed, CTP employs 21 full-time and 14 part-time employees.

CTP operations are funded with local, state and federal dollars. The City of Cheyenne is a direct recipient of Federal Transit Administration (FTA) Section 5307 funds. These Federal funds, along with a match from the City's general revenue fund, are the two largest providers of funding for CTP. Lesser amounts of local match are provided from the Wyoming Department of Transportation (WYDOT), Laramie County's general revenue fund, a III-B (Older Americans Act) grant from the State's Division on Aging, donations from various agencies, and from fare-box revenue.

CTP operates six fixed routes, Monday – Friday, 6:00 am to 7:00 pm and Saturday 10:00 am to 5:00 pm, with 60-minute frequencies. CTP has 198 transit stops with shelters at 68 of them.

Fares \$1.50; Students \$1.25 (under 18); 5 & Under Free; Transfers Free. All fares are one way. Children under the age of 10 must be accompanied by an adult. As a result of a Wyoming Division on Aging IIIB Grant, a voluntary donation of \$1.50 for fixed-route service is suggested from passengers 60 years of age and older. Transfers cannot be used for stopovers or return trips.

Passes valid only on Fixed-Route Service are available at the CTP office:

- 31 Day Pass \$45 – unlimited rides from day of first use
- Student 31 Day Pass \$37.50 (with current year student ID) – unlimited rides from day of first use
- 22 Ride Pass \$30
- Student 22 Ride Pass \$25 (with current-year student ID)
- 1 Ride Pass \$1.50

CTP provides curb-to-curb, Americans with Disabilities Act (ADA) complementary paratransit service, comparable to the regular fixed-route service for citizens whose disabling conditions prevent their use of the regular bus service (must complete application process).

In March 2020, CTP switched to exclusive curb-to-curb service and cancelled fares for all riders in response to the COVID-19 pandemic. CTP received \$3,346,241 in CARES (Coronavirus Aid, Relief, and Economic Security) Act funding to continue operations and prevent employee lay-offs. Despite transitioning to curbside on-demand transit service, CTP provided over 54,000 passenger trips in 2020.

For more information, please visit [Cheyenne Transit Program - City of Cheyenne \(cheyennecity.org/Transit\)](https://cheyennecity.org/Transit).

AREA OF STUDY

The study area is urbanized Laramie County in and around Cheyenne, located in the southeastern corner of Wyoming. Cheyenne is the capital of Wyoming, as well as the county seat of Laramie County. It is within ten miles of the northern Colorado border, forty-five miles from both Greeley and Fort Collins, CO, and 100 miles from Denver. The study area is traversed by both I-80 and I-25 interstate highways and served by the Union Pacific Railroad and BNSF Railway. Cheyenne's population is over 60,000 and the urbanized area population is 76,456.

PROJECT OBJECTIVE

The objective of this study is to develop a Transit Development plan to identify, evaluate, and make recommendations to maintain, improve, and potentially expand transit services in Cheyenne, as well as improve speed of service.

With the impact of COVID-19 on transit systems across the country, it will be critical to include recommendations that reflect these impacts but shall also look beyond COVID-19 restrictions.

The transit plan should address the following questions:

- How should CTP perform with the same level of funding while becoming more efficient?
- How should CTP operate with the possibility of reduced funding?
- In the event that funding would be increased, what should CTP's priorities be in meeting the community's needs and demands?
- How should CTP provide service if funding were increased due to the anticipated growth of the region?

SCOPE OF WORK

This Scope of Work is subdivided into separate tasks that outline the basic requirements of the TDP. Unless otherwise noted, the consultant is expected to fulfill each of the defined tasks and provide written documentation in the form of technical reports and/or memorandums. The tasks to complete the TDP are defined as follows:

Task 1: Project Initiation

The consultant with the Cheyenne MPO & CTP Staff shall establish a Project Steering Committee. The Project Steering Committee will consist of representatives from the Cheyenne Transit administration and or drivers, the City of Cheyenne, the Wyoming Department of Transportation, Laramie County, and the

Cheyenne MPO. Additional steering committee members could include representatives of the MPO Technical Committee, City Public Works, Engineering, CTP Transit Advisory Board, MPO Citizens Advisory Committee, and Human Service Agencies.

The consultant shall confirm the scope of work and project schedule with the Transit Director and MPO planning staff, as well as agree upon a community outreach process that builds upon the findings of the community meetings held during the development of this plan. The work plan and project schedule should be discussed and confirmed during the first Steering Committee meeting. The community outreach plan should also be discussed at the first Steering Committee meeting.

Task 2: Review of Existing Documents

As part of the plan development, the consultant shall identify issues which should be addressed in the plan. This effort shall include reviewing relevant plans and studies to summarize the basic findings and outcomes, and how they relate to CTP. This will include (but is not limited to the following):

- Cheyenne Transit Program 2013-2018 Transit Development Plan
- Plan Cheyenne – Connect 2045 Long Range Transportation Plan
- On-Street Bike Plan and Greenway Update
- Cheyenne Area Pedestrian Plan
- Safe Routes to School Plan
- CTP’s Public Transportation Agency Safety Plan (PTASP)
- CTP’s Transit Asset Management Plan (TAM)

The consultant shall review and analyze existing safety and transit performance targets and measures in compliance with applicable programs and regulations. In addition, the consultant shall consider the area’s demographics, housing profile, economics, land use patterns, road networks, and transportation/ travel/ transit use habits. CTP and the Cheyenne MPO staff will collaborate with the consultant to provide and analyze information including demographic patterns, employment distribution, housing costs and distribution, recent commercial and residential development, and general information about other mobility options in the CTP service area. It is important to note that while the consultant should review the most recent transit development plan, we do not desire this updated plan to build upon the previous plan, but rather use it as a general reference document.

Task 3: Service Evaluation

Service design must encompass both existing and potential future expansion. Consideration should be given to service zones based on optimum ride times to maintain accessible access. Service design includes regular fixed-routes, bus stops, ADA Paratransit and on-demand transit.

Inclusion of underrepresented groups is an important consideration in this plan. In evaluating submissions, emphasis will be placed on how recommendations and proposals plan to engage and conduct outreach in those communities who have disproportionate numbers of transit users, but whose needs and preferences have not historically been prominent considerations. This would include people who: are low-income; are transit-dependent; have limited mobility; members of racial, ethnic, and/or language minorities; and other underrepresented populations. Emphasis will also be placed on the diversity of the proposed project team, specifically to Spanish-speaking team members and members who reflect the diversity of the community in which CTP operates.

Task 4: Evaluation of Existing Service & Ridership

The consultant shall evaluate each service route including passenger counts, boarding and alighting counts, transfer counts and tracking, running time, hours of service (revenue hours), and mileage and schedule adherence, prior to service change due to COVID-19 and also evaluate service currently provided, amidst COVID-19. Analysis of the information should include a close examination of compliance with the Americans with Disabilities Act (ADA). This task will include peer comparisons and an evaluation of existing overall service frequency, overall geographical area served, environmental justice, efficiency and effectiveness, and measurement against adopted service standards. The consultant shall examine existing service standards, update them, remove any that are unnecessary, and recommend any new standards that are necessary.

The consultant shall develop an inventory of existing services and amenities including regular fixed-route operations, ADA Paratransit service, system signage, and wayfinding. This inventory will include a description and analysis on a per route/service basis. A profile of current ridership will also be developed. The consultant shall conduct a survey of public transit users.

At a minimum, the inventory shall include the following:

- Existing Services Profile
 - To include current access to major medical facilities
- Facilities
- Fleet
- Ridership and Operating Data
- Financial Overview
- Profile of Users

Task 5: Evaluation of Needed Changes or Expansion in Service & Amenities

This task will include an inventory of service needs, to include un-served and underserved areas, un-served and underserved times, and evaluation of service delivery options. The evaluation shall include a ridership demand analysis. The evaluation shall also include recommendations for transitioning from current to recommended model(s) of service delivery, given resource constraints.

The consultant shall perform a gap analysis for first/last mile service and identify problem areas and potential solutions. This analysis should include a review of existing and explore future integration with alternative modes such as bicycle, pedestrian, and micromobility systems. This shall include recommendations for first/last mile service implementation to include shared micromobility.

This task will also include an investigation and consideration of new technologies that aid in rider experience, such as payment systems, on-board wireless internet, television, and real-time transit information.

This task will also include an exploration of potential partnerships with regional employers and ride share providers, as well as develop strategies for interaction and outreach with major employers in the region. The consultant shall also evaluate program advertising and community outreach and make recommendations for changes to encourage ridership.

Task 6: Development of Recommended Service Plans

The consultant shall develop recommended service plans based on the needs evaluation, which should be heavily informed by rider preferences and feedback. Recommended service plans shall include un-served and underserved areas; un-served and underserved times; evaluation of service delivery options; service denials; on-time performance; latent demand; and factors that assist or hinder compliance with ADA and Title VI requirements. Additionally, service route designs, timetables, service hours, ridership forecasts and cost estimates, and any policy changes necessary to affect the recommendations shall be included. The expansion plans will be separated into two categories: areas ready for service and areas projecting a need for service within a 2-to-4-year window and a 5-to-10-year window.

Task 7: Development of a 10-Year Capital Asset Plan

The consultant shall develop a 10-year capital asset plan, fitting within the guidelines of the Transit Asset Management (TAM) Plan where applicable, that includes schedules and costs estimates for replacement, expansion, and introduction of new technologies. At a minimum, the following elements shall be included:

- Vehicles
- Potential sites for a transit hub/center that could accommodate local and regional transit and inner-city bus service.
- Information Systems
- Other technologies to include mobile applications and online mapping services
- Identification of lacking capital needs
- Expansion of fixed routes, starting with the highest-need areas, and/or a combination of fixed-route and on-demand services.

Task 8: Performance Indicators & Targets

This task will include peer comparisons and an evaluation of existing service cost, efficiency and effectiveness, and comparison with adopted performance standards. The consultant shall develop performance measures and recommend targets for each of the proposed measures. Additionally, the consultant shall recommend performance goals. Performance indicators currently used include fare box return ratio, passengers per hour and miles on a per trip and system average. New service may not start out meeting adopted performance indicators. There is a need to provide for a demonstration period during which a new service builds ridership. The consultant shall provide a report of Performance Indicators.

Task 10: Financial Plan

The consultant shall project operating costs and revenues on an annual basis for each proposed service change (on a per route basis) and for proposed capital improvements. The financial plan shall be a minimum of a 10-year time horizon. In addition, the consultant shall identify and recommend an annual financing plan for operations and capital improvements based on current and expected funding sources. This plan should also include an evaluation of and recommendation for changes to existing fare structure and fees. Additionally, this plan should include identified funding sources and evaluate existing revenue streams and potential future funding sources, and potential revenue and grant opportunities. The consultant shall provide a report on the Financial Plan.

PUBLIC INVOLVEMENT

Using the MPO Public Participation Plan, the selected consultant shall develop a public involvement strategy that will be uniquely tailored to the needs of this plan to achieve community 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, with one of those meetings occurring in areas of low-income and high diversity. The consultant shall design all digital and traditional advertising materials for the plan, as well as produce all meeting materials, and provide these materials and public engagement results to staff, for use on the MPO website and other associated social media platforms including Facebook. The consultant shall work closely with the project Steering Committee and shall meet 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 CTP staff. During the plan development, the consultant shall plan on presentations to the MPO Citizens' Advisory Committee and the Technical Committee, as well as the Transit Advisory Board. During the adoption process, the consultant shall also plan on presentations to the City and County Planning Commissions, the City Finance or Public Service Committee, County Commission, City Governing Body, and the MPO Policy Committee.

The Consultant shall provide, maintain, and continually update a webpage dedicated to the TDP. The page will be organized in such a way that will help dispense information to the public regarding the status of the TDP, public meeting announcements, presentations, meeting summaries and all reports. The page can also be used to assist in data gathering through web surveys and for other public participation actions as deemed appropriate by the MPO and CTP. The pages will be active for a period of at least six (6) months after completion of the study to allow public access. The consultant shall also provide access to the webpage as requested by the MPO or CTP. The consultant shall also provide electronic materials and content to West Edge Collective for posting to the MPO's public platforms.

DELIVERABLES

The consultant shall be responsible for miscellaneous copies for review to MPO and CTP staff as needed throughout the project. The consultant shall be responsible for providing up to ten (10) hard copies of the preliminary draft report and electronic files. The consultant shall 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. All mapping will be made available in GIS format and provided to MPO staff.

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 include postcards, newspaper advertisements, and social media, among others.
2. Displays for staff, Steering Committee and/or public meetings including maps, boards, handouts, surveys, and sign-in sheets. These will be available as electronic copies to the MPO and CTP 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 one (1) week of the event and electronically presented to the MPO and CTP.
4. PowerPoint presentations given to meetings, and a text summary of all meetings for the MPO website.

5. Documentation of progress shall be included with every invoice.
6. Electronic copies of all documents, maps, spatial data, images, photos, draft plans, and final plans.