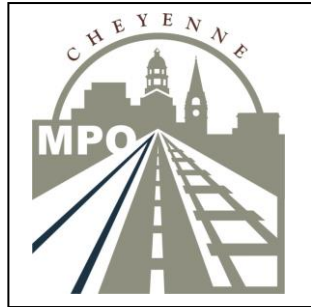


Request for Proposals

October 2022



Solicited by the
Cheyenne Metropolitan Planning Organization

Southwest Drive Corridor Plan

Proposal Due: October 28, 2022



Cheyenne Metropolitan Planning Organization
Mailing Address - 2101 O'Neil Avenue, Room 304
Cheyenne, Wyoming 82001
(307) 638-4384

October 6, 2022

BACKGROUND:

The Cheyenne Metropolitan Planning Organization (Cheyenne MPO) hereby requests the professional services to develop thirty-five percent conceptual design plans for the corridor design of Southwest Drive. The consultant will conduct all the tasks identified in the attached SCOPE OF WORK.

PROPOSAL REQUIREMENTS:

To be considered, proposals must be received by the MPO at the following location before **3:00 p.m. MST on October 28, 2022:**

Cheyenne Metropolitan Planning Organization
2101 O'Neil Avenue, Room 304
Cheyenne, WY 82001
Attn: Ginni Stevens, Senior Transportation Planner

Any proposal received after that time shall not be considered and shall be returned unopened to the Proposer. Email or fax submittals shall not be considered.

PROPOSAL SUBMISSION FORMAT:

The MPO will utilize a two-step process for selection through this solicitation. This process dictates that proposers divide their submittals into two parts: a technical proposal and a price proposal. Proposers shall submit their technical proposals and price proposals simultaneously on the date and time specified in this RFP, sealed in separate, clearly marked envelopes, as follows:

1. TECHNICAL PROPOSAL:

Submit a letter of interest, four (4) copies of the proposal, one (1) PDF file of the proposal emailed to the MPO contact listed below in 1(d). (Please merge all documents relating to your proposal, and all related documents, into one single PDF document). Proposals are limited to 8 ½ x 11 sheets for a maximum of twenty (20) total pages, not including the cover or back sheets. The PDF document shall replicate the hard copy submittal exactly. The letter of interest, and hard copies of the proposal shall be submitted in a sealed envelope and clearly marked with the following information:

- (a) the phrase **“SOUTHWEST DRIVE CORRIDOR PLAN – TECHNICAL PROPOSAL”**
- (b) the date and time specified for receipt of proposals
- (c) the name and address of the Proposer.

- (d) Contact: Ginni Stevens, Senior Transportation Planner
Address: Cheyenne MPO
2101 O’Neil Avenue, Room 304
Cheyenne, WY 82001
www.plancheyenne.org
Phone: 307-638-4384
Email: gstevens@cheynnemppo.org

2. PRICE PROPOSAL:

Price proposals are to be submitted in accordance with the requirements of this section and as follows: Submit one **(1) original copy, with Price Proposal Sheets**, in a separate sealed envelope and clearly marked with the following information:

- (a) the phrase “**SOUTHWEST DRIVE CORRIDOR PLAN – PRICE PROPOSAL**”
- (b) the date and time specified for receipt of proposals
- (c) the name and address of the proposer.

An electronic copy of the Price Proposal **is not** required, one (1) original copy in the Price Proposal envelope is all that is required.

PROPOSERS ARE INSTRUCTED TO ENSURE THAT ANY PRICING INFORMATION IS NOT INCLUDED IN THE TECHNICAL PROPOSAL OR IN THE PDF ELECTRONIC FILE FOR THE TECHNICAL PROPOSAL.

ANY PREMATURE REVIEW OF PRICING INFORMATION THAT IS MISTAKENLY INCLUDED WITH THE TECHNICAL PROPOSAL, WILL BE BASIS FOR PROPOSAL REJECTION.

CONTENT AND FORMAT OF SUBMITTAL

- 1. **Project Approach** – Briefly describe the way that your firm or team would address the work described in the below draft SCOPE OF WORK. The proposer should briefly show familiarity with the project area and its needs. 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 the project.
- 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 below 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 using base hourly rates for all consultants and subs as necessary to complete the Project as specified in the Request for Proposals (RFP), its attachments and other documents referenced. **This project uses federal pass-through funding from WYDOT. If a firm has current approved billing rates or overhead audit with WYDOT, or another state DOT, those rates will need to be used. This requirement also applies to any proposed subconsultants.**

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 \$20,000 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 by October 17, 2022. 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 and placed on the MPO webpage by October 20, 2022. 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 conduct interviews for up to three selected

consultants 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 will award the project to the proposing firm that meets the requirements and best meets the needs of the project.

TENTATIVE SELECTION SCHEDULE (*SUBJECT TO CHANGE*)

RFP on MPO Website	October 7, 2022
Legal Ad in Paper #1	October 8, 2022
Legal Ad in Paper #2	October 15, 2022
Deadline for Questions	October 17, 2022
Answers to Questions (Only on PlanCheyenne.org)	October 20, 2022
Proposals Due (Delivered to City Front Desk)	October 28, 2022
Select consultants to be interviewed	November 7, 2022
In person and/or virtual Interviews held	November 15, 2022
Contract from consultant	November 21, 2022
Contract Deadline to City Clerk	December 7, 2022
Introduction to Governing Body	December 12, 2022
Finance Committee	December 19, 2022
Contract Approved at City Governing Body	December 27, 2022
Notice-to-Proceed issued by MPO	December 28, 2022

COST

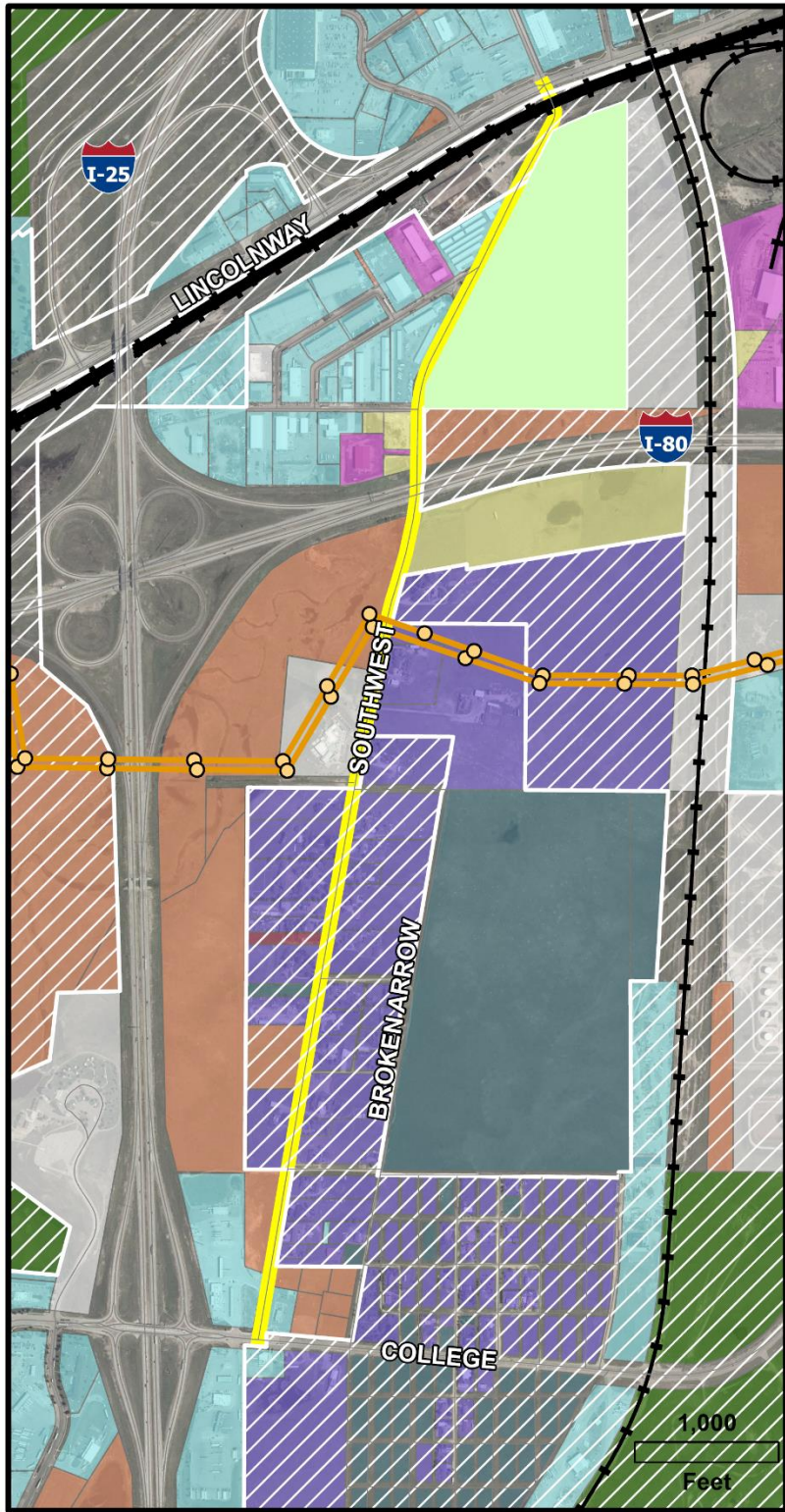
Cheyenne MPO has \$120,000 budgeted for this project in FY '23. The MPO reserves the right to amend the budget, as necessary. The final budget will depend upon the specific and final SCOPE OF WORK and the negotiated fee schedule. If the consultant feels that portions of the work could be done by others, the suggestions should be mentioned in the section of the Proposal dealing with Modifications to the SCOPE OF WORK.

First Round Selection Criteria of Proposal

PROJECT: Southwest Drive Plan				
<u>CRITERIA</u>	<u>DESCRIPTION</u>	<u>WEIGHT</u>	<u>SCORE</u> <u>(0 - 10)</u>	<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.	10		
Written Proposal quality	Readability, completeness, brevity, and organization of the written proposal.	10		
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.	9		
Performance on past projects	Success on previous projects in the way of project quality, budget, schedule, and cost control.	9		
Project innovations	Ideas or suggestions to improve the schedule, feasibility, cost savings and/or scope of the project.	8		
Familiarity with project	Knowledge of project background, needs, goals, limitations, and special considerations.	8		
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.	7		
Adequate resources	Sufficient available staff and equipment to complete the proposed work within the requested time frame.	7		
Equal opportunity	Consultant's record on affirmative action and response to relevant policies regarding minorities, women, and disadvantaged business in employment contracts. (Points awarded as follows: No policy shown in proposal 0 points, policy provided 5 points, demonstrated in team composition 10 points)	5		
Total				

Second Round Project Selection Criteria for Interview

PROJECT: Southwest Drive Plan				
<u>CRITERIA</u>	<u>DESCRIPTION</u>	<u>WEIGHT</u>	<u>SCORE</u> <u>(0 - 10)</u>	TOTAL
Related Project Experience	How do you rate the overall experience and qualifications of the key consultant team and personnel?	8		
Grasp of the Project Requirements	Did the consultant team address the requirements of the Project SCOPE OF WORK?	10		
Ability to Communicate	Overall Impression of the interview (i.e. Organization, teamwork, problem solving ability, and ability to communicate).	9		
Performance on past projects	Success on previous projects in the way of project management, project quality, and ability to meet the schedule.	9		
Project innovations	Did the consultant team offer innovative or creative ideas or value-added alternative scoping to enhance the project?	8		
Familiarity with project	Rate the consultant team's knowledge of the community, project area, project constraints, opportunities, and/ or threats?	10		
Public process and involvement	Did the consultant team demonstrate the program and ability to work with the citizens, public agencies and private sector? Did the consultant team provide past project success and experiences that will be utilized to obtain public participation?	7		
Interview Team	Did the personnel who will be assigned key tasks in the project participate in the interview?	7		
Other	Did the consultant team respond effectively to direct questions or issues raised from the committee? How do you rate the consultant team's planning process, interview preparation, and level of interest?	5		
Total				



Southwest Drive Corridor Project

- Southwest Drive Project Area
 - WAPA Lines
 - WAPA Structures
 - Railroad Tracks
 - County Jurisdiction
 - Clear Creek Park
- Current Land Use**
- Agricultural
 - Com Vacant Land
 - Commercial
 - Exempt
 - Ind Vacant Land
 - Industrial
 - Multi-Use
 - Res Vacant Land
 - Residential

Overview Map



This map/data is made possible through the Cheyenne and Laramie County Cooperative GIS (CLCCGIS) Program and is for display purposes only. The

CLCCGIS 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.

Date: 9/13/2022

GENERAL CONDITIONS

The following items, if proposed, are examples of allowable reimbursements at cost in addition to labor hours:

- Postage,
- Mileage,
- Travel fees, room and board, per diem,
- Outsourced printing costs for all standard review plans and other correspondence and contract documents, and
- All sub consultants' fees at cost.

PURPOSE AND NEED

Southwest Drive is a major collector extending from College Drive (WYO 212) to Lincolnway (U.S. 30), which is the extent of this study. This area has high truck traffic and congestion at the intersection of Southwest Drive and College Drive due to the close proximity to the I-25 interchange and the number of truck stops and fueling stations at the exit. The congestion in this area and potential solutions for relief of the congestion should be taken into consideration when designing 35% plans. Innovative solutions to reduce wait times at the railroad crossing at the intersection of Southwest Drive and Lincolnway would be welcome in design plans, although solutions may be prohibitively costly. The



Figure 1 Southwest Drive intersection with Lincolnway

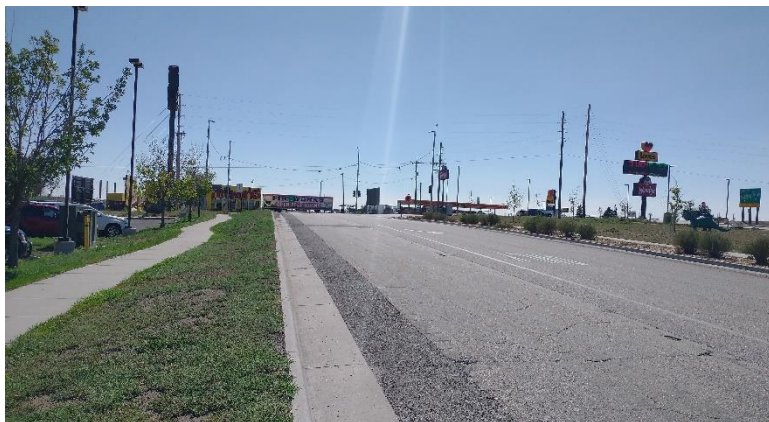


Figure 2 Southwest Drive intersection with College Drive

Wyoming Department of Transportation (WYDOT) has started a corridor plan for College Drive from the I-25 interchange eastward and their work will also include the Southwest Drive intersection. Coordination with the WYDOT Planning Project team and their consultant, Kimley-Horn, is required.

The corridor does not sufficiently or consistently accommodate other modes of travel with dedicated facilities for pedestrians or cyclists. American with Disabilities Act (ADA) accommodations are absent, substandard, or inconsistent along the corridor. The area is lacking in curb and gutter as well as sidewalk accommodations for users. Pedestrians can be seen walking along footworn paths at the edges of the road, which is a safety concern. Southwest Drive is a rural two-lane roadway and given the number of accesses along the corridor, design plans should consider an appropriate cross section for a corridor which will handle forecasted traffic as called out in *Connect 2045* and based on forecaster traffic created by future land uses and projected densities. City UDC road standards will be the guide as it is expected that the city will eventually have jurisdiction on the entire length of the corridor.

The main goal for improvements of the Southwest Drive corridor is to improve cyclist and pedestrian accommodations throughout, despite the changing jurisdiction between the City of Cheyenne and Laramie County and exploring the potential shifting of Southwest Drive traffic onto Broken Arrow Road to relieve congestion at the Southwest Drive and College Drive intersection.



Figure 1 Proximity of Southwest Drive to I-25

This plan should include Southwest Drive design as a Complete Street. The shifting of traffic east to Broken Arrow drive would allow for more distance east of the I-25 Interstate off ramp and would divert some of the traffic away from the residential area found along the southern end of Southwest Drive. The consultant will evaluate and recommend design solutions that can address these problems. Any proposed designs or changes to the right-of-way shall not impede snow removal, street sweeping, trash removal services or other maintenance operations.

There is no funding identified at the present time to reconstruct this corridor. However, in the near future, there may be developments around the area of Southwest Drive and Broken Arrow Road resulting in more housing and possibly commercial spaces, potentially leading to additional traffic and congestion in the area. This plan will recommend future solutions to



Figure 2 Broken Arrow Drive from College Drive

slow vehicular traffic, divert traffic east along Broken Arrow Road to increase distance between intersections, and increase cyclist and pedestrian use and safety along Southwest Drive. After

thorough City, County, WYDOT, MPO staff and public input, the consultant will provide thirty-five percent design recommendations for implementation on Southwest Drive. The plans will accommodate future growth of the area including increased traffic. While planning Southwest Drive north of College Drive, consideration needs to be given on the extension of the road south of College Drive.

PROJECT AREA DESCRIPTION

The Southwest Drive project study area is a 1.2-mile-long major urban collector that provides north-south connectivity between College Drive and Lincolnway, which will be the project limits. The pavement condition throughout the corridor is fair in most sections with a small stretch of very poor condition pavement north of North American Road extending about halfway to Lincolnway. The intersection of Southwest Drive and Lincolnway has a railroad crossing, which has recently been upgraded. The amount of time waiting at this intersection can be lengthy as frequent and long trains make their way through this crossing.

The speed limit on Southwest Drive is 40mph. This speed should be reviewed if traffic is moved to Broken Arrow Road and the residential portion of Southwest Drive becomes a local road. The right of way along Southwest Drive is estimated at 80 feet according to GIS measurements. Southwest Drive is a two-lane roadway ranging from roughly 24 to 30 feet



Figure 3 Narrow width under I-80 Bridge

which varies along the corridor. There are areas along the roadway where footpaths have been worn by pedestrians walking along the edge of the road. The road remains narrow and does not allow for shoulders under the I-80 Interstate bridge underpass.

There are numerous visible utilities along the corridor. Telephone/cable and power above ground lines are found on the east and west side of the road. There are Western Area Power Administration (WAPA) lines crossing the project study area in the northern portion of the project. Rural mailboxes are along both sides of the street throughout the project area, and they become



Figure 4 Utilities along the corridor

numerous in the residential southern portion of the area. There are low lying ditches on either side of the street that will need to be accounted for during design. These ditches indicate there is no underground storm sewer drainage in the area. If curb, gutter, and sidewalk are proposed in design plans, accommodations will need to be made for drainage options along Southwest Drive. Stormwater conveyance with drainage into Clear Creek should be provided in 35% plans. The consultant should review existing floodplains in the area and water and sanitary sewer lines owned by BOPU that run through the project to include in the design plan considerations.

Zoning throughout the study area varies including, light industrial, public, agricultural residential, mixed use, low density residential, planned unit development, and medium density residential. There are businesses along the north end of the study area, Clear Creek Park (owned and maintained by Laramie County), as well as residential homes with many accesses along either side of the southern portion of the road.

Currently, both intersections at Southwest Drive and College Drive and at Lincolnway are both signalized. The selected consultant should consider options for reducing or eliminating wait times at the Lincolnway intersection due to train traffic, as well as review the option of removing the signal at Southwest Drive and College Drive and relocating it to a new major collector at Broken Arrow Road if this option is determined to be the preferred choice.

EXISTING DOCUMENTS

The Cheyenne MPO Office will provide the selected consultant with recent traffic and crash data, future traffic projections, aerial photography, GIS layers reflecting zoning, land use, and Board of Public Utilities (BOPU), et cetera. Plans and reports that are relevant to this study can be accessed at the MPO office including, but are not limited to:

- Current turning movement counts
- Volume/Speed/Classification counts
- Crash data and reports
- City of Cheyenne Unified Development Code
- Laramie County Land Use Regulations
- *PlanCheyenne Connect 2045*, Cheyenne MPO
- *Cheyenne Metropolitan Area Pedestrian Plan and Safe Routes to School Plan*
- *Cheyenne On-Street Bicycle Plan and Greenway Plan Update*
- *Southwest Drive Area Transportation Drainage and Utility Planning* (AVI 2009)
- *South Cheyenne Network Master Plan* (AVI 2004)
 - Includes possible east/west connection between Parsley Boulevard and Southwest Road under BNSF Railroad

CONSULTANT INVOLVEMENT (SCOPE OF WORK)

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 the 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 and Planning along with Laramie County Public Works and Planning.

The 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, alignments, and improvements proposed. The consultant will be responsible for preparing the final recommendations in a map and report format and providing the data in both shapefile and PDF format.

Extensive effort will be made with residents, landowners, and developers to obtain public input and will involve advertisement and active solicitation (See the Public Involvement Section below). Before standard presentations of the final document to the City Governing Body and County Commissioners, the consultant will present at meetings with the MPO's Technical Committee (2), Citizens' Advisory Committee (2), and Policy Committee (2), City Planning Commission (1), and the County Planning Commission (1).

The consultant will be responsible for miscellaneous copies for review to MPO, City Engineering, County Public Works/Planning, 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."

PROJECT OVERVIEW

Develop a 35% conceptual design plan and planning document for the phased reconstruction of Southwest Drive between College Drive and Lincolnway for all modes of travel and investigate an alternative intersection alignment at College Drive to better meet City, County, and WYDOT access spacing requirements.

PLANNING TASKS

- Review the Cheyenne MPO's long range plan, [*PlanCheyenne/Connect 2045*](#) and all existing studies, development actions in the vicinity, etc. that exist for any part of the study area and make recommendations that incorporate these studies. The consultant will fully organize the project and develop a concept plan for the study area. This will involve discussions with adjacent property owners, Laramie County Public Works and Planning, City Engineering, Public Works, and Planning Departments, Cheyenne Transit Program, and WYDOT.
- Research and document all known dry or wet utilities within the study area including, but not limited to, the Board of Public Utilities' existing and proposed water and sewer. Contact all known dry and wet utility companies for anticipated projects and future requirements on the corridor. Create a checklist of considerations and assumptions relating to known utility infrastructure adjacent to and within the Southwest Drive right of way.
- Evaluate traffic safety throughout the Southwest Drive project study area between College Drive including driveway access realignments, modifications, or consolidations; intersection and road alignment modifications or reconfiguring; sidewalk improvements; and utilities relocations. The consultant shall consider ADA accessibility issues for future transit routes, vehicular, pedestrian, and cyclist needs for current traffic and the phased improvements based on 25-year traffic forecasts.
- Perform Traffic Analysis. The Cheyenne MPO will provide the volume, speed, and classification information from 24-hour average weekday counts for two locations along the corridor. Additionally, the Cheyenne MPO will provide turning movement count data for four locations within the corridor including cars, heavy trucks, cyclist, and pedestrian traffic. Intersections of Southwest Drive and Lincolnway, North American Road, W 5th Street, and College Drive will be counted, while no counts will be conducted at Lindblom Court, or Woodenshoe Drive. The analysis will include the following additional tasks:
 1. Crash Analysis. A crash study will be performed to identify patterns along the corridor using future traffic volumes from MPO's TransCAD model. Potential solutions will be developed to reduce the number of crashes along the corridor. Crash data shall be obtained from WYDOT or MPO.
 2. Develop Future Volumes. Projected daily and peak hour traffic volumes will be developed using output from the MPO's TransCAD model and any updated land use plans adjacent or impacting the corridor at the time of development of the study.
 3. Short-Term Improvements. Determine short-term improvements that will reduce crashes and improve existing operational issues.

4. Long-Term Improvements. Determine long-term improvements including lane configuration and traffic control for key intersections and links along the corridor. Intersection configuration and traffic control options will be determined based on opportunities at each intersection, stakeholder input, and sound engineering judgment. A level of service (LOS) analysis using appropriate software shall be performed to compare various options.
- Evaluate drainage constraints, impacts, and proposed mitigation solutions throughout the Southwest Drive project study area between College Drive and Lincolnway. As a part of the planning document, prepare a drainage analysis summary per the written requirements of the City of Cheyenne and Laramie County. This study will be limited to the following:
 1. Identification of the major tributary basin areas within the corridor limits. Basin areas will be developed using electronic contours (compatible with AutoCAD) furnished by the MPO.
 2. Provide engineering capacity design calculations for existing or proposed pipes and drainage conveyance elements identified for 35% plans using the initial and major storm runoffs and proposed drainage improvements (i.e. replacement of approach pipes and roadside ditch improvements, street capacity, and/or storm sewer including known future stormwater work) through the Southwest Drive corridor. No analysis of any offsite culverts, storm drains, or subdivision drainage elements are anticipated at this time.
 3. Develop a constraints analysis and improvement plan map of the corridor depicting existing drainage issues and potential proposed improvements.
 - Develop and incorporate detailed conceptual plans, 35 percent level preliminary improvement plans (i.e. cover sheet, plan and profile sheets, typical sections, recommended intersection geometric layout details, and roadway cross sections) for long term improvements of traffic operations around the study area. Investigate shifting traffic to Broken Arrow Road and making the southern portion of Southwest Drive a local road to better meeting City, County, and WYDOT access spacing requirements.
 - Accommodations for all modes of travel should be considered. Cyclist and pedestrian accessibility and connectivity should be planned for as well.
 - Develop detailed cost estimates for the recommended corridor improvements that would include corridor-related drainage needs, landscaping, right of way costs, and other conceptual design elements. A detailed updated cost estimate for the Parsley Boulevard to Southwest Drive connection under the BNSF tracks from the *South Cheyenne Network Master Plan* (AVI 2004). While working with the City/County/MPO staff, variations to the plan may be made to provide flexibility to more closely match expected construction budgets. Consequently, these items may be broken into alternate bid items or phases to clearly illustrate the costs of including all or part of these elements with the reconstruction

of the corridor. The consultant shall clearly identify any property that will need to be acquired for the recommended solutions.

- Develop a map and make recommendations for jurisdictional changes throughout the corridor, if appropriate, and include current right of way ownership and widths.

PUBLIC INVOLVEMENT

Using the MPO Public Participation Plan, the selected consultant 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. Consultants shall design all digital and traditional advertising materials for the project, 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. Consultants will work closely with a project Steering Committee made up of technical staff from the City, County, WYDOT, and the MPO. 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 team. The consultant shall plan meetings and presentations to relevant committees as described in the SCOPE OF WORK above.

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 five (5) hard copies of the preliminary draft report. The consultant will be responsible for providing up to five (5) hard copies of the final report, maps and the resolution after its adoption by the Cheyenne City Council, City and County Planning Commission, County Commission, and MPO Policy Committee, along with electronic copies in PDF format. Final mapping GIS Shapefiles will be provided.

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 at a minimum of 4 business days prior to meetings and summaries of surveys promptly upon completion.
3. Summary of all public meetings and steering committee meetings to be produced within a

week of the event.

4. Power Point presentations prepared for all meetings, and a text summary of all meetings for the MPO website.
5. Thirty-five percent plan and profiles for roadway, right of way, utilities and drainage considerations of Southwest Drive from College Drive to Lincolnway.
6. Cost estimates for preliminary construction, right of way acquisitions and drainage improvements for the phasing of the project.
7. Updated cost estimate of the Parsley Boulevard to Southwest Drive underpass and road under the BNSF tracks.
8. Documentation of progress shall be included with every invoice.
9. Electronic copies of all documents, images, photos, maps, draft plans and final plans.