



# Cheyenne Metropolitan Planning Organization

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## **Converse /Dell Range Intersection Traffic Safety Plan**

**&**

## **Converse Avenue 35% Design Plan**

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# Request for Proposals

**Due April 8, 2016**

March 8, 2016

The Cheyenne Metropolitan Planning Organization (Cheyenne MPO) hereby requests the professional services for the **Converse/Dell Range Intersection Traffic Safety Plan & Converse Avenue Design Plan**. This plan will choose a design for reconstructing the intersection of Converse Avenue and Dell Range that will greatly improve safety for motorists, bicyclists and pedestrians. It will also complete street and drainage preliminary designs for the partially built Converse Avenue north of Dell Range Blvd. Qualified firms are invited to submit a letter of interest, six (6) copies of a proposal, and one sealed envelope with the firm's fee schedule and cost estimate to:

Contact: Nancy Olson  
Address: Cheyenne MPO  
2101 O'Neil Avenue, #205  
Cheyenne, WY 82001  
[www.plancheyenne.org](http://www.plancheyenne.org)  
Phone: 307-638-4366  
Fax: 307-637-6308  
Email: [nolson@cheyennempo.org](mailto:nolson@cheyennempo.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 the consultant from those responding to this request. The Cheyenne MPO will consider responses received by 5:00 p.m. Mountain Time on April 8, 2016.

## **CONTENT AND FORMAT OF SUBMITTAL**

1. **Project Approach** – Briefly describe the way that your firm or team would address the work described in the attached draft SCOPE OF WORK. The proposer should show briefly and concisely familiarity with the project area. The proposer is expected to thoroughly review all data submitted and identify potential problems that may arise during design. The proposer shall formulate and describe a robust public involvement process in the proposal.
2. **Project Team** – Identify the project team members and their position in the team, briefly outlining the responsibilities of each member. Include any anticipated sub-consultants with the project team.
3. **Schedule** – Describe the schedule you would propose to accomplish the work described in the SCOPE OF WORK and prepare graphics to illustrate that schedule. Identify the team members and the percentage of time that they will dedicate to each task.
4. **Modifications to SCOPE OF WORK** – The attached Scope of Work is a draft and the MPO is welcome to a discussion of a more appropriate and/or detailed Scope of Work and to also meet all

Federal Requirements including the Moving Ahead for Progress in the 21<sup>st</sup> Century Legislation (MAP-21) and the Fixing America's Surface Transportation (FAST) Act 2015.

5. **Other information** – Any additional information you believe would be useful to the selection committee should be placed in this section. Focus on how your firm best meets the selection criteria. Selection will be made by a committee.
6. **Sealed Price Envelope** - Provide a complete line item budget for all Phases of the work listed in the Scope of Work, with breakdown of each phase, as necessary to complete the Project as specified in the RFP, its attachments and other documents referenced.

**Please Note:**

The City of Cheyenne is the fiscal agent for the Cheyenne MPO, and contracts will be sent to the City Governing Body for approval if the final contract is \$35,000 or greater. All proposals received will be considered public information by the City of Cheyenne/MPO. Consultants are advised that any information considered by them to be trade secret, privileged or confidential data should not be revealed in the proposal. Contents of proposals received and completed rating sheets will be made available to anyone requesting them after the selection process has been completed and the contract has been awarded. Any and all proposers may submit inquiries in writing to MPO at any time prior to noon on April 8, 2016. Any written question of a proposer regarding the meaning or interpretation of the RFP, scope of work, specifications, etc., must be submitted to the MPO prior to the above specified date. All clarifications given to any prospective proposer shall be similarly furnished to all prospective proposers in summary form as an addendum to this RFP. No technical assistance shall be given by the MPO to any proposer in preparation of its proposal.

Written inquiries shall be directed to:

Contact: Nancy Olson  
Address: Cheyenne MPO  
2101 O'Neil Avenue, #205  
Cheyenne, WY 82001  
Phone: 307-638-4366  
Fax: 307-637-6308  
Email: [nolson@cheyennempo.org](mailto:nolson@cheyennempo.org)

Any or all changes, additions, or clarifications in connection with this RFP shall be issued by the MPO in the form of written addenda. The MPO is not bound by any oral comment, response or representation regarding this RFP.

## SELECTION PROCESS

Proposals will be reviewed by a selection committee appointed by the Cheyenne MPO. This committee may be composed of representatives of the City, Cheyenne MPO, WYDOT, and/or FHWA. The committee will interview three or more selected firms from those responding to this announcement. After interviews are completed, the committee will score the Consultants using the Scoring Criteria sheets included in this RFP. One Firm will then be selected based on the highest total weighted score. The selected firm's fee schedule and cost estimate envelope will be opened. The Cheyenne MPO will proceed to negotiate a contract. The negotiations will focus on finalizing a detailed scope of work and cost for the project. In the event a satisfactory agreement cannot be reached, negotiations will be terminated and the MPO will then negotiate with the second place firm. This process will be followed until a mutually satisfactory agreement is reached.

The Cheyenne MPO follows the Qualification based selection found in The Brooks Act, Public Law 92-582. The Cheyenne MPO may award the project to the proposing firm that best meets the needs of the project.

## SELECTION SCHEDULE – subject to change

March 11, 2016	Legal Notice Posted in Paper
April 8	Proposals due from Consultants
April 15	Review Committee selects Consultants for interviews (If necessary)
April 29	Interviews are held and review committee completes final selection
May 11	Professional Services Agreement finalized with successful Consultant.
May 18	Agreement placed on City Council Agenda
May 23	City Council Meeting No.1: Agreement referred to Finance Committee
June 6	Agreement discussed in Finance Committee
June 13	City Council Meeting No. 2: Agreement approved/disapproved.
June 14	Notice-to-proceed issued by City if Agreement approved

## COST

Cheyenne MPO has funds budgeted for this project and reserves the right to amend the budget, if necessary. The final budget will depend upon the specific Scope of Work and the negotiated fee schedule. Negotiations could focus on adjusting the Scope of Work. If the consultant feels that portions of the work could be done by the Cheyenne MPO with a commensurate savings to the Cheyenne MPO, the particulars should be mentioned in the section of the Proposal dealing with Modifications to the Scope of Work. The

current budget identified in the amended FY '16 UPWP is \$57,536 with the ability to amend the budget for additional funding if necessary.

## **CONSULTANT INVOLVEMENT**

The consultant will hold meetings as needed with the Project Steering Committee, City Engineering, and MPO during the course of the project. The Consultant can expect meetings at the project kickoff, prior to all public meetings, two to three weeks after all draft submittals and at the conclusion of the project to ensure all concerns from all stakeholders have been addressed satisfactorily. Throughout the project, the selected Consultant shall periodically meet with the MPO and City staff, including but not limited to, commencement of the project, periodically throughout the project, and at the final presentation.

Cheyenne MPO through the GIS Cooperative will provide the existing mapping data, reports and project information. The consultant will use existing data to the greatest extent possible. If the consultant believes additional or new data is necessary, they should state so in the Proposal. The consultant will also prepare such graphics and other maps that may be needed to illustrate the recommendations, and alignments and improvements proposed. The consultant will be responsible for preparing the final recommendations in a map and report format, as well as, electronically.

Extensive effort will be made to obtain public input and will involve advertisement and active solicitation. Before presentations of the final document to the City Governing Body, there will be meetings with the MPO Technical, Citizen's Advisory Committee and the City Planning Commission.

The consultant will be responsible for miscellaneous copies for review to MPO, City and Steering Committee as needed throughout the project. The consultant will be responsible for providing ten (10) hard copies of the preliminary draft report and electronic files. The consultant will be responsible for providing ten (10) hard copies of the final report and maps after its adoption by the Governing Body 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."***

## Converse/Dell Range Intersection Traffic Safety Plan & Converse Avenue Plan

### Scope of Work

#### *Project Goals*

- Develop a 35% design plan for the reconstruction of the intersection of Converse Avenue and Dell Range that will improve safety and operations for motorists as well as bicyclists and pedestrians
- Develop a 35% design plan for the completion of Converse Ave between Dell Range and Ogden for all modes and storm sewer.

#### *Description and Background*

This planning project has two parts; traffic safety of the intersection of Dell Range Blvd and Converse Avenue and a 35% design plan for Converse Avenue from Dell Range to Ogden.

The perhaps more simple task of this project will be a 35% level design for a roadway and storm sewer plan for Converse Avenue from Dell Range Boulevard to the location of where the newer built Converse ends at Ogden. This existing section was never fully completed and is deteriorating. The rebuild of the road will include the continuation of the Greenway on the west side of Converse from Mason Way to where Greenway ends north of Grandview. Sidewalks from the existing public sidewalk system along Dell Range will be installed northward to Mason Way. Considerations for all modes of travel along and across this corridor shall be taken into account when planning this section of Converse Ave. The existing condition is a three lane 35 ft. paved sections of Converse Avenue with curb and gutter on the east side with a large swale on the west side. Construction of the Greenway extension and other improvements will likely require placing this swale underground in a storm sewer.



The current (2015) traffic count on this portion of Converse is 13,725 vpd. Traffic counts for local streets in this vicinity are as follows: Point Bluff (2014) 3,221 vpd and Mason Way (2015) 4,218 vpd.

Considerations for this phase:

- Frontier Ridge Apartments (Scenic Development) plans to construct 336 apartments on the west side of Converse. This and other future developments will generate substantial traffic. According to the December 4, 2012 Traffic Study traffic signals are likely to be warranted at Carlson and Point Bluff on Converse.
- Cheyenne UDC Article 4 Intersection spacing for a minor arterial is 660' with the distance between signals being 1320'. Current local spacing within the project area are below:

- Dell Range to Mason Way - 630 ft.
- Mason Way to Point Bluff - 876 ft.
- Point Bluff to Carlson - 1711 ft.
- Ogden to Carlson -725 ft.

A much greater emphasis by the consultants will be placed on the busy intersection of Converse Avenue with Dell Range Boulevard. This location experiences some of the highest traffic volumes and largest number of crashes within the Cheyenne urban area. Crash data can be obtained from the MPO. The 2014 traffic counts had east of Dell Range at 29,379 ADT and Converse south of Dell Range was 17,609 ADT. Intersection counts in 2015 have Dell Range east of Converse at 30,107 ADT and Converse Avenue, north of Dell Range equaled 13,725 ADT.

- Mountain Road and Grandview Avenue are two intersections in close proximity to the Dell Range/Converse intersection and changes to that intersection will affect their operations. There are also business accesses which need to be considered in the alternatives.
- Federal funds may be used for this eventual reconstruction and FHWA requirements shall be carefully considered. While preparation of a NEPA document is not part of this scope of work, due consideration should be given to the various areas of concern<sup>1</sup> when evaluating alternatives.
- The Cheyenne MPO will be contracting early this spring for updated turning movement counts. Included in that effort will be the intersections of Grandview & Dell Range; Converse & Dell Range; Mountain & Dell Range; Mason Way & Converse; Point Bluff & Converse; and Ogden & Converse. This data will be provided to the consultant.



Looking south, Converse Avenue has two left turns onto Dell Range. Dell Range has narrow attached sidewalks in places.

#### *Consultant Tasks:*

- The MPO will form a project steering committee which may include surrounding landowners, agencies and city departments that will guide the project throughout. The consultant will prepare agendas and conduct meetings.
- Prepare a 35% level design for roadway and storm sewer for Converse Avenue from Dell Range to the location of where the newer built Converse ends around Ogden/Grandview.

<sup>1</sup> Land use; Farm land; Socioeconomic; Relocation; Air quality; Noise; Water quality; Permits; Wetlands; Wildlife; Flood plains; Wild and scenic rivers; Threatened or endangered species; Hazardous waste sites; Visual; Energy; Construction impacts; Right-of-way; Transportation; 4(f); Vegetation



- The consultant will be expected, after thorough evaluation, to recommend operational and safety improvements including conceptual designs for the intersection of Dell Range and Converse Avenue. All feasible alternatives shall be considered for improving this intersection. These could include new roads, connections and/or continuous flow movements, etc.
- A well thought out evaluation matrix for all feasible alternatives will be developed and used to screen alternatives in consultation with the steering committee. This will include costs, safety, operations, LOS, multi-modal operations, ROW impacts, etc. Based on an initial screening, several of the most promising alternatives should be selected for more detailed analysis and evaluation. The plan would then have a final preferred choice.
- The Cheyenne Travel Demand Model will be provided to the consultants and future traffic volumes and most up to date land uses from Section 20 (open space) will be provided for this project.
- Public Involvement – The selected consultants, using the new MPO Public Participation Plan will develop a public involvement strategy which will include at least two public open house meetings and various other public outreach techniques shall be considered. A mid-point presentation will be made to the MPO Technical Committee and final presentations will be provided to MPO Technical and Policy Committees, City Planning Commission, and City Governing Body. Consultants will also work closely with City/MPO Technical Staff and will meet with them at least monthly during the course of the project.

*Deliverables:*

- Solid cost estimate for both phases
- Conceptual corridor cross section designs 35% design level
- Alternatives for Dell Range and Converse with a preferred alternative identified
- Operational analysis for the intersection recommendations
- Matrix of Evaluation for alternatives, including the “no-build” alternative
- Copies for review as needed throughout the project
- Materials such as photos, text and graphics to be used for public involvement
- Draft plan - (10 copies)
- Final Conceptual Design Plans - (10 copies)
- Electronic copies of final plan and GIS shape files created for this project

*Documents to Review:*

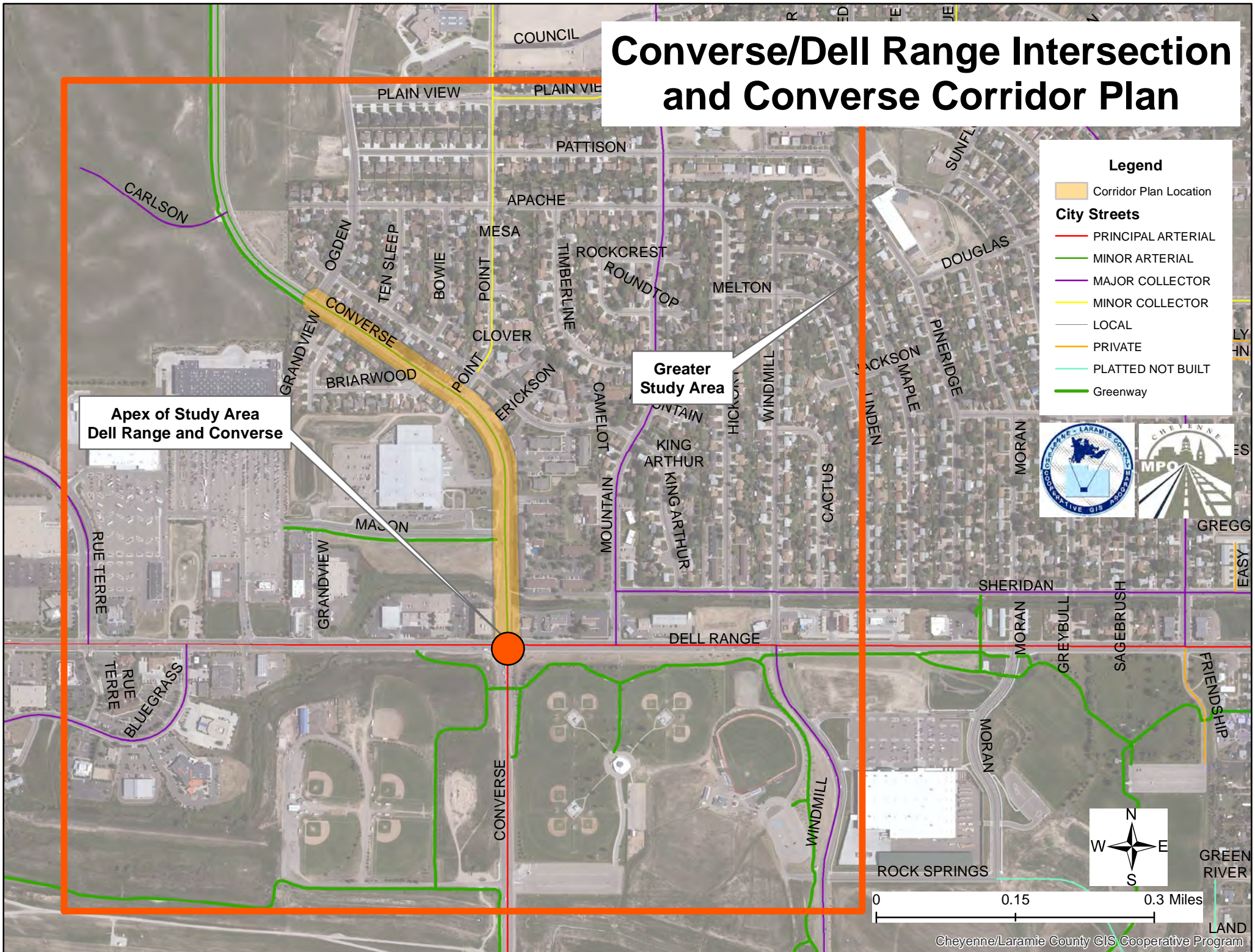
- *Dell Range Arterial Study*, Leigh Scott and Cleary, Inc. March 1992
- *Dell Range and Converse Intersection Study* and *Dell Range Corridor Study*, Bucher, Willis and Ratliff (BWR), May 2000
- City of Cheyenne Unified Development Code, 2011
- *Scenic Development Traffic Impact Study*, Sustainable Traffic Solutions, December 2014
- *Dell Range Boulevard Corridor Study*, Powderhouse to College Drive Ayres Associates, November 2015, found at <http://www.plancheyenne.org/dell-range-corridor-study/>



### SCORING CRITERIA

<b>PROJECT: Converse/Dell Range Plan</b>				
<b><u>CRITERIA</u></b>	<b><u>DESCRIPTION</u></b>	<b><u>WEIGHT</u></b>	<b><u>SCORE</u> <u>(0 - 10)</u></b>	<b>TOTAL</b>
<b>Planning process</b>	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.	<b><u>10</u></b>		
<b>Proposal quality</b>	Readability, completeness, brevity, and organization of the proposal.	<b><u>10</u></b>		
<b>Applicable education and experience</b>	Education, experience with similar work, and verification of pertinent requirements of Wyoming law concerning the practice of the professional services required.	<b><u>9</u></b>		
<b>Performance on past projects</b>	Success on previous projects in the way of project quality, budget, schedule and cost control.	<b><u>9</u></b>		
<b>Project innovations</b>	Ideas or suggestions to improve the schedule, feasibility, cost savings and/or scope of the project.	<b><u>8</u></b>		
<b>Familiarity with project</b>	Knowledge of project background, needs, goals, limitations, and special considerations.	<b><u>8</u></b>		
<b>Public process and involvement</b>	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.	<b><u>7</u></b>		
<b>Adequate resources</b>	Sufficient available staff and equipment to complete the proposed work within the requested time frame.	<b><u>7</u></b>		
<b>Equal opportunity</b>	Consultant's record on affirmative action and response to relevant policies regarding minorities, women and disadvantaged business in employment contracts.	<b><u>5</u></b>		
<b>Total</b>				

# Converse/Dell Range Intersection and Converse Corridor Plan





# Cheyenne Metropolitan Planning Organization

[www.plancheyenne.org](http://www.plancheyenne.org)



## Converse/Dell Range Intersection Traffic Safety Plan & Converse Avenue Plan

March 31, 2016 Addendum

Proposers, please be aware that this addendum contains clarifications and information that may have been omitted in the original RFP or is deemed to be important so it is being shared with everyone at this time.

1. A question regarding the Deliverables on Page 8
  - a. Cross Sections that are required will be the actual cross sections that are include with plan and profiles.
2. The following documents are available for download:
  - a. 2012 turning movement counts for Dell Range & Converse
  - b. Original construction plans (scanned in pdf) for:
    - i. Converse between Dell Range and Ogden (1992-1993)
    - ii. Dell Range through Converse (1980)
    - iii. The pedestrian bridge crossing Converse (1996)

Address for downloads is <https://filedrop.cheyennecity.biz/message/POS8RA9zyy0jjClT84xBqx>

3. This table is showing calculated peak flows in the ditch along the west side of Converse.

TABLE 3.3. PEAK RUNOFF VALUES AT SELECTED CONCENTRATION POINTS ALONG THE CONVERSE AVENUE ROAD SIDE DITCH.

Location	Peak Discharge (cfs)				
	5-Year	10-Year	25-Year	50-Year	100-Year
Converse Avenue at Dry Creek	54	89	157	251	380
Converse Avenue at Point Bluff	44	78	154	249	376
Converse Avenue at Ogden Road	16	47	104	182	280

4. The MPO Policy Committee amended the budget for this project from \$57,536 to \$94,651