



Cheyenne Metropolitan Planning Organization



Official Map for Storey Boulevard/Summit Road and Van Buren Avenue including a 10% Plan

Request for Proposals

Due July 22 , 2016

July 8, 2016

The Cheyenne Metropolitan Planning Organization (Cheyenne MPO) is requesting professional services for Official Mapping of the **Storey Boulevard, A.K.A. Summit Drive extension and the future Van Buren Avenue along with a 10% Planning Level Corridor Plan** for the unbuilt portions of Summit Drive and Van Buren Avenue.

Purpose and Need

The future collectors of Storey Boulevard and Van Buren Avenue have been identified in the Long Range Transportation Plan, PlanCheyenne. The preservation of the rights of way of these collectors is essential. A recent development action, specifically the platting of 150 acres adjacent to Whitney Road and north of this alignment for ranchette development, preserved in part, the future alignment of Storey Blvd. This official mapping process would lock in the alignment so there would be no need to revisit it each time a development in the area occurred.

Project extent:

- Storey Blvd. where it currently ends at Highland Road, then eastward to meet up with Whitney Road. This project will take into consideration all intersecting roads that were platted with the Woods Landing Estates 2016 City and County development actions.
- Van Buren Avenue from Dell Range Boulevard north to the Storey Blvd. extension. Van Buren currently extends north from US 30 to Dell Range Blvd and serves as a north south collector in the eastern side of the City of Cheyenne, Laramie County, Wyoming.

Scope of Work

This project will consist of:

- General engineering to determine the most appropriate and practical corridor alignments and center lines for the future collectors of Storey Boulevard and Van Buren Avenue.
- Surveying of a centerline alignment of the extension of Storey Boulevard where it currently ends at Highland Road eastward to meet up with Whitney Road along the section line or as close to it as practically possible. A little over one mile (5,400 ft.) is the length of the unbuilt and unplatted right of way. One half of the right of way was platted with the 2016 Woods Landing Estates development action. A couple of knob hills rise to 6135' along the section line and avoiding them in the alignment would be prudent to not incur undue expenses as the majority of the road is at an elevation of 6085'.
- Surveying of a centerline alignment of Van Buren Avenue extension north of Dell Range Boulevard - north of the terminus of the platted right of way over the ridge line to the future Storey Blvd. (section line) which is approximately three quarters of a mile. Van Buren Avenue is shown as a new roadway on the PlanCheyenne, Roadway Vision Plan (2040) from the Cheyenne Area Master Plan. At the furthest extent of platted Van Buren,

north of Opal the elevation is 6065'. The future road will rise to 6150' at the peak of the ridge then descends again to 6076' when it meets up with the Storey alignment. The right of way (R.O.W.) of Van Buren in the city, north of Dell Range is 70'. The R.O.W. of Van Buren in the County north of the Storey alignment is 80'. The surveys and engineering analysis will determine if this road extension should connect Van Buren to Van Buren or if the road should intersect Storey in a different location.

- Providing a preliminary plan, 10% level, with typical cross sections to include all modes of transportation.
- Research of land ownership for permission to conduct surveying.

Summit Drive and Van Buren Avenue Official Mapping Process

- A. By Consultant:
 - a. Survey the new alignments by a Wyoming licensed surveyor
 - b. Create an Official Map
- B. By the MPO
 - a. Official Map Amendment Notification and Review Form

1. Development Office	2. City Traffic Department
3. County Commissioner	4. State Historical Preservation Office
5. County Assessor	6. County Fire Department
7. County Clerk	8. WYDOT
9. City Engineer	10. LCSD #1
11. Mayor's office	12. Chief of Police
13. City Fire Department	14. Board of Public Utilities
15. County Planning	16. State Engineers Office
17. Western Area Power Administration	18. Black Hills Corp
19. WYDOT District #1	

- Memo with instructions for Public Hearing- in paper
- Public Hearing Record at City Planning Commission:
 - i. Notice
 - ii. Hearing minutes
 - iii. Hearing attendance (sign in)
 - iv. Letter to adjacent property owners
 - v. List and map of property owners notified
 - vi. Official map amendment notification and review form
 - vii. Written comments received
- Submit the results for public hearing – Leave open for another week after hearing - Then put report together.
- Write an Ordinance for adoption of official map – same week after hearing.
- City Council Agenda Item
- Three reading for City Council

- New ordinance of amendment adopted
- The 10% Plans will be presented to the County Planning Commission for their information and acknowledgement

Resources:

- *PlanCheyenne, Reflections and Progress*, Cheyenne Area Master Transportation Plan, 2014
- Laramie County GIS Cooperative GIS data

Deliverables

- Official Map, to be taken through City Governing Body for adoption by MPO staff
- 10% Plan for Storey Blvd. and Van Buren Avenue extensions

Consultant Selection

Taking under consideration both the City “Purchasing Policy and Procedures Manual, Part III- Professional Services” plus the federal rules of selecting the consultant who is most qualified the MPO will go by the following selection process. The MPO budget is \$25,000:

- 1) MPO will prepare and advertise an RFP.
 - a) Since this is a small planning project we will ask for a simple proposal with the price in a sealed envelope.
 - i) Proposal will be maximum 10 pages which lists:
 - (1) Firms qualifications to do this project,
 - (2) Who from the firm will be working on the project and their qualifications for this type of work,
 - (3) Outline of proposed work including firms understanding of the project, plan to complete the project, and approaches to conduct the work with innovations, best practices, etc.,
 - (4) Proposed timeline to complete the work,
 - (5) List of past projects, and references.
- 2) Selection will be based on the written proposal and qualifications.
- 3) However, if the MPO and/or City staff determines an interview is necessary to select a firm, short interviews will be held which involves only questions and answers. No formal presentation will be necessary.
- 4) The MPO/City will select the most qualified firm based on the firm’s qualification statement and proposal.
 - a) Their cost envelope will be opened and a contract will be negotiated.
 - b) If an agreement cannot be reached, the MPO will open the second place firm and negotiate a contract.

- 5) The final contract will not go the City Governing Body as it will be under \$35,000 (the MPO budget is \$25,000)
 - a) The contract will be signed by the Chairman of the Policy Committee

The Cheyenne MPO will consider responses received on or before 4:00 PM (MST) Friday, July 22, 2016

The following guidelines for communication; have been established to ensure a fair and equitable process for all respondents.

Respondents requesting additional information or clarification are to contact Nancy Olson in writing at nolson@cheyennempo.org

IN ORDER TO PREVENT AN UNFAIR ADVANTAGE TO ANY RESPONDENT, VERBAL QUESTIONS WILL NOT BE ANSWERED. The deadline for submitting questions will be by 12:00 P.M. (MST) Thursday, July 14th, 2016.

All written questions submitted by the deadline indicated above will be answered and posted on the MPOs website at www.plancheyenne.org at least forty eight (48) hours before the proposal due date.

Contact: Nancy Olson
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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."