

REED AVENUE RAIL CORRIDOR PLAN

(Questions received for advertised RFP as of January 5, 2017. Please note that the MPO is not responsible for publishing additional questions that may be received in the future)

1. Is there a preference on the lead for this project being a Wyoming based firm?

We follow a competitive selection process therefore we cannot favor a Wyoming based firm to lead the project. Having said that, it does help somewhat to have some local connection and context. In the past consulting firms from out of town have subcontracted a local group in their team to ensure they have a local base but that is up to you. We have worked successfully with firms from all over the country on our past projects

2. What level of site survey is required per the deliverables list on page 11? A complete site survey or only rail/ROW/Property information?

We would probably need a full site survey to get a better understanding of not just ROW and property information but also utilities so we know what exists and what is needed to make it work for future uses in that area. A good example to generally replicate might be the City's 17th Street Lighting Project. City and BOPU GIS maps are available to selected consultants. Additional field work may be needed.

3. The scoring criteria includes a review of past project experience. This information is not specifically requested in the RFP under content and format. Where should this information be included?

This information is generally included under a section on past projects and team experience. It makes sense to talk about the people in your team (their bios), their qualifications and experience and then include a section on past projects that your firm has worked on that are relevant to this project.

4. Does the 20 page limit include resumes or project information sheets?

Yes, the 20 page limit includes resumes and other information that you might have.

5. Regarding the Reed Avenue Rail Corridor Plan Request for Proposals, the document makes reference to an "attached Scope of Work". Is that a separate document, or are you considering part of the RFP to contain the Scope (i.e. the Planning Process sections)?

The Scope of Work is attached to the RFP. It begins from Page 6

6. I have a question about the deliverables. One of the items is "Survey of the Reed rail corridor and adjacent land". Does this mean a quantitative civil/engineering survey or a more qualitative survey for understanding the site for planning purposes?

Qualitative survey for site planning purposes identifying ROWs, easements, utilities etc. Some of amount of surveying will be necessary to understand the hard infrastructure needs and how they tie into what exists there. Some of it might be available through City's various GIS layers, including BOPU for utilities. We will need to work with BNSF, Cheyenne Light etc. closely to identify all easements that they have and how that will play into the design etc.

7. Page 11, halfway down states "Survey of Reed rail corridor and adjacent land" – Do you want just a planning level survey to layout general conditions (horizontal) or do you want a full topographical survey with complete utility locates, benchmarks, etc..

Qualitative survey for site planning purposes identifying ROWs, easements, utilities etc. Some of amount of surveying will be necessary to understand the hard infrastructure needs and how they tie into what exists there. Some of it might be available through City's various GIS layers, including BOPU for utilities. We will need to work with BNSF, Cheyenne Light etc. closely to identify all easements that they have and how that will play into the design etc.

- 8. Also, how far outside of the corridor would you like the survey team to go? Page 8 has the project area plan but... Would a half block or a full block outside of the corridor, and from the intersection of Dillon Ave. & 24th to the Open Space area (just south of Reed Ave) work**

A minimum half block around the Reed ROW. Also looking at the start and end point of the spur, one side of which is the Pumphouse Park and the BNSF railyard on the north side by 24th Street will be important. And yes, we will need to work closely with the City Surveyor, GIS and other City Departments to first get as much information as we can and then try and fill the gaps of what is missing.

- 9. The amount of meetings is a little vague on Page 10. Possible to define this a little more clearly**

Typically, we hold Steering Committee meetings during key milestones within a project. It really does depend on how you are planning to run the project. But to give you an example, on an average we have held between 4-6 steering committee meetings for big projects like these. As for project management team meetings, this will generally be one on one communication between MPO/and or key City Staff who are actively managing the project. We like to visit at least once or twice a month depending on what is happening. These are short 1 hour meetings and for out of town consultants, we generally do it over the phone so no big deal. Technical Committee Meetings are held quarterly but you might give two presentations over the course of the entire project, once midway and once it is complete.

- 10. In regards to the surveying: Do you have any inclination on what hoops we're going to need to jump through with BNSF/UP to get permission to survey on the tracks?**

The Reed ROW belongs to the City. BNSF/UP have 50/50 ownership of an easement throughout the entire ROW. I do not believe you need permission to survey on the ROW but obviously you will need to notify them in advance that you will be on their property on so and so date/time. And follow any safety protocols that are required in order to be in close proximity to the lines. You might want to figure out their schedule so you are not in the way when a train is approaching. The City/BOPU has quite a bit of information regarding maps/utilities. The Consultants selected for the project will work closely and will have access to all of this information prior to going out to survey. The scope of the survey will to some degree depend on the available information.

- 11. Page 10, item iii: "Convene a high profile event to kick off the project and get the community interested and engaged in the upcoming planning process" - Can you get me an idea of what you're looking for?**

We want to tie this event with the larger WestEdge Project. We want to highlight the WesEdge project in general but then connect them to specific catalyst projects that start helping us achieve those goals such as the Pumphouse Park and Civic Center Commons that address the initial concerns of drainage and then starting to jump on to economic development with the Reed Corridor Project. Event format to be developed by selected consultants but should be a way to get

the community to understand and be energized about WesEdge through these concrete projects such as Reed Ave Corridor Study.

- 12. Could you offer advice about how much original land survey work will be required? Is the ownership of land under and along the RR corridor fully established and documented? How much other land survey will be required — or is the GIS database fairly complete for the study area?**

Ownership/easements etc of the land is fully established and documents will be available through the City. City/BOPU GIS maps are fairly complete but it will be necessary to review and additional survey might be needed to fill any gaps of inconclusive information.

- 13. The prior plan (by DHM) identified some potential development sites and showed possible development programs for them. As part of that project or other work, do you have a comprehensive development scenario for the study area? In other words, is there a table of anticipated total new DUs, jobs, sq ft and so forth? Or is that something that would be done under this project?**

The West Edge Plan did not go to that level of detail but does have some development scenarios. WestEdge Plan did a very broad cursory market analysis using demographics and current planning data that will be available to selected consultants to use as a starting point for further analysis. It identifies districts but not projections that go into this level of specificity. There is also some additional analysis on the identified catalyst sites which will be available to selected consultants. We expect details, specially tied to the Reed Project and related sites to be worked out during this planning process to help prepare for future funding opportunities.

- 14. The RFP asks for a market impact study. Does the City or MPO have a recent baseline market study for the entire City or for the West Edge? In other words is there a citywide or district frame for this work already?**

WestEdge Plan did a very broad cursory market analysis using demographics and current planning data that will be available to selected consultants to use as a starting point for further analysis. The City/MPO does not have a baseline market study but DDA did this study a while back which might have some baseline information, at least for Downtown - <http://downtowncheyenne.com/wp-content/uploads/2016/01/cheyenneplan06.pdf>

- 15. Concerning the cost estimate work: does the City or MPO maintain a database of unit prices on recent area projects?**

No