

Request for Proposals

December 6, 2016

Solicited by the

CHEYENNE METROPOLITAN PLANNING ORGANIZATION



Reed Avenue Rail Corridor Plan

Proposals Due: **January 6, 2017**

Cheyenne Metropolitan Planning Organization
2101 O'Neil Avenue, 205
Cheyenne, Wyoming 82001
(307) 638-4385



December 6, 2016

The Cheyenne Metropolitan Planning Organization (Cheyenne MPO) hereby requests the professional services to develop a Plan for the Reed Avenue Rail Corridor within West Edge. The consultant will conduct all the tasks identified in the attached scope of work. Qualified firms are invited to submit a letter of interest, eight (8) copies of a proposal, and one sealed envelope with the firm's fee schedule and cost estimate to:

Contact: Sreyoshi Chakraborty, AICP
Address: Cheyenne MPO
2101 O'Neil Avenue, #205
Cheyenne, WY 82001
www.plancheyenne.org
Phone: 307-638-4384
Fax: 307-637-6308
Email: schakraborty@cheyennemppo.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. Proposals should contain: Eight (8) original copies, bound together with all required attachments, that may be stapled in the upper left hand corner without binding. 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 January 6, 2017.

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 current Federal Requirements.
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 December 20, 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:

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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, County, Cheyenne MPO, DDA, WYDOT, and/or other stakeholders. 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.

TENTATIVE SELECTION SCHEDULE *(SUBJECT TO CHANGE)*

December 6, 2016	RFP Advertised
January 6, 2017	Proposals due from Consultants
January 20, 2017	Review Committee selects Consultants for interviews (If necessary)
February 2-3, 2017	Interviews are held and review committee completes final selection
February 4 – 7, 2017	Professional Services Agreement finalized with successful Consultant
February 8, 2017	Agreement placed on City Council Agenda
February 13, 2017	City Council Meeting No.1: Agreement referred to Finance Committee
February 21, 2017	Agreement discussed in Finance Committee
February 27, 2017	City Council Meeting No. 2: Agreement approved/disapproved.
March 1, 2017	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 FY `17 UPWP is \$120,000.

CONSULTANT INVOLVEMENT

The consultant will hold meetings as needed with the Project Steering Committee, DDA, City Engineering, MPO, and other stakeholders 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/DDA, WYDOT 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 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 Commissions.

The consultant will be responsible for miscellaneous copies for review to MPO, WYDOT, 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 City Governing Body and MPO Policy Committee 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: Reed Ave Rail Corridor 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>		
Proposal quality	Readability, completeness, brevity, and organization of the proposal.	<u>10</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>9</u>		
Performance on past projects	Success on previous projects in the way of project quality, budget, schedule and cost control.	<u>9</u>		
Project innovations	Ideas or suggestions to improve the schedule, feasibility, cost savings and/or scope of the project.	<u>8</u>		
Familiarity with project	Knowledge of project background, needs, goals, limitations, and special considerations.	<u>8</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>7</u>		
Adequate resources	Sufficient available staff and equipment to complete the proposed work within the requested time frame.	<u>7</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				

INTRODUCTION TO WEST EDGE

Cheyenne's West Edge district is a unique opportunity to create a thriving innovation district that is rich in character and an attractive place to live and work. Cheyenne's rich cultural history combined with growth opportunity creates a ripe setting for making a place that is unique, vital and memorable for residents and visitors alike. The planning for West Edge started with a grassroots base of local citizens and has continued to carry that momentum through active participation from the people of Cheyenne who best understand the potential of their community. The projects within West Edge help in bringing in greater density and amenities, especially targeting vacant and abandoned sites. The West Edge has already secured brownfields grants through the Environmental Protection Agency and Federal Emergency Management Agency. Grants, coupled with local funding and private investments have also jumpstarted a few projects within the district.



Adaptive Reuse Concept for Cheyenne's Steam Plant and a multiuse corridor on Reed Ave in the West Edge District

The West Edge is generally located within the area from 24th Street to the Union Pacific (UP) rail yard between Pioneer / Carey Avenues and Missile Drive, with a number of streets and avenues that serve as connectors to other parts of Cheyenne. The study area for this plan will include Reed Avenue from 15th Street to 24th Street. Within and around the West Edge there appear to be six districts based primarily on concentrated similar uses and/or character found in each of the following sub districts and are identified in the recently adopted West Edge Areawide Plan.

- **Northern Residential District:** This aggregation of blocks between 23rd and 25th Streets is a stable core of primarily single-family uses. These blocks feel like a typical near-downtown residential neighborhood because of the density and pattern of the housing development.
- **Government / Civic District:** This district is defined by the numerous public functions and government uses that are concentrated in the northeastern portion of the area. The uses are

primarily government administration mixed with civic elements such as the library, civic center and St Mary's school.

- **Central Business District:** This is the heart of Cheyenne. The structures set the physical framework for the area – multi-story, zero setback and brick/masonry. The character reflects the historic nature of downtown Cheyenne with a concentration of commerce and business activity.
- **Lincolnway Commercial District:** Along Lincolnway a variety of automobile oriented commercial retail and service providers influence the character of Lincolnway prior to entering the Central Business District from the west. These buildings tend to be single story buildings with off-street parking on site. The character is more highway commercial in nature than historic downtown.
- **BNSF / UP Industrial Districts:** These two areas are large features woven into the fabric of Cheyenne. They are functioning rail yards and industrial in character with activity serving the country and region through the movement of freight.

OVERVIEW OF REED AVENUE RAIL CORRIDOR

The Reed Ave Rail Corridor is a proposed catalyst project of the West Edge District. This rail spur connects the main UP line at 15th Street to the BNSF line at 24th Street. The design of this corridor incorporates the active rail line functioning alongside an off street multi-purpose trail within the West Edge. Landscaping, furnishings, and infrastructure that support the functionality and safety of the corridor; a 10 foot or greater trail width; highly identifiable roadway crossings; safety features to minimize use conflicts with the active rail line; connections to adjacent uses; green and other hard infrastructure elements and quiet zone implementation may be prominent features for the Reed Avenue Corridor.

The working rail line defines what this district is all about. Rail activity is not just a fact of life, but is embraced as an integral part of life in the West Edge. Along the rail line uses include traditional industrial or commercial uses, and cutting edge technology or creative based business. These businesses see rail service as an asset to the area and in some cases are served by the railroad. The incorporation of aesthetic improvements and safety features along the rail line will mitigate impacts, and provide unique experiences including the rail line multiuse trail. These amenities are intended to set the table for future private reinvestment in the area.

Below is a summary of types of uses, intensity and neighborhood character for the study area:

- **Primary Land Uses**

Mixed-use street level commercial / upper story office and residential; Artisan / high tech / creative / cultural venues and employment opportunities; traditional industry and warehousing.

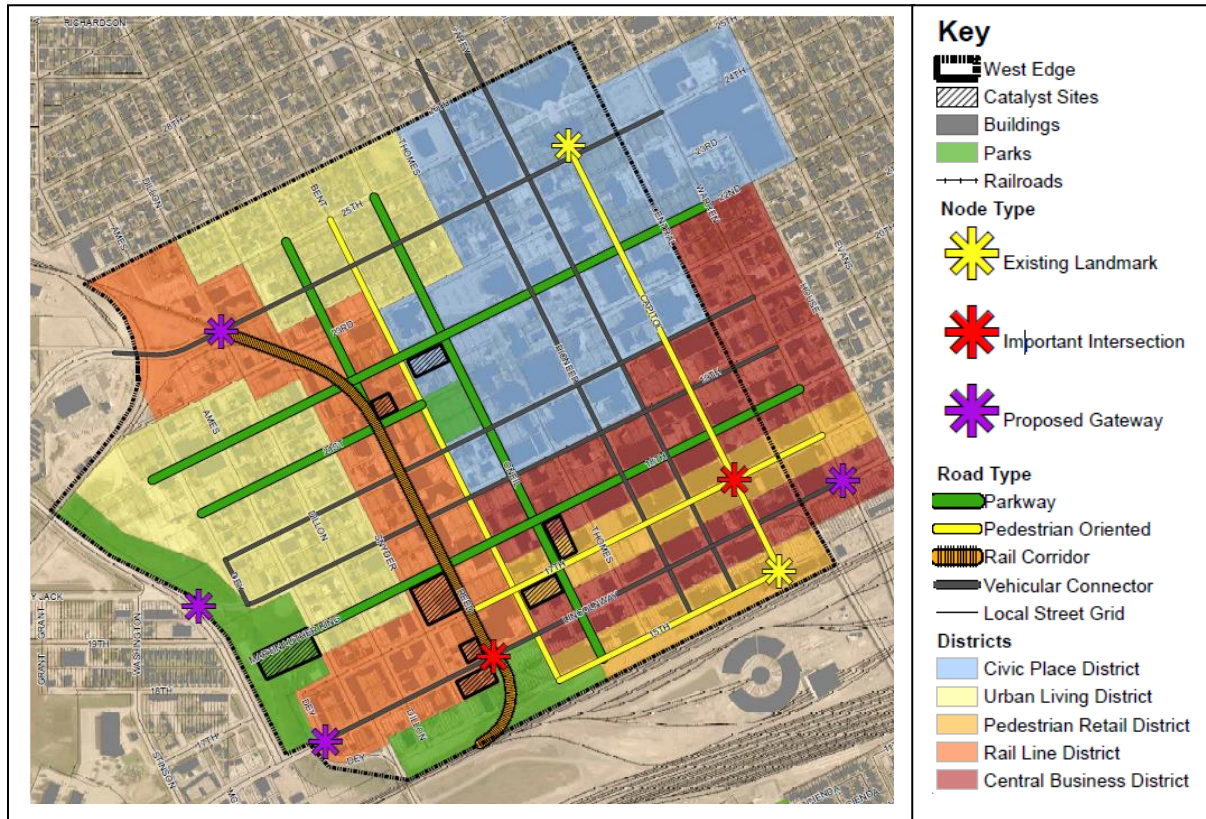
- **Density / Intensity**

2 stories or greater

- **Private Property Character**

Urban / industrial; an eclectic blend of traditional and contemporary uses and architecture; varying setbacks; visibility of off-street parking is minimized (behind building and other features).

PROJECT AREA



*Project area is the Rail Line District marked in orange color

PLANNING PROCESS

The planning for West Edge started with a grassroots base of local citizens, along with the City, County and DDA, and aims to carry that momentum into subsequent projects within the West Edge through active participation from the people of Cheyenne who best understand the potential of their community. Planning for the Reed Avenue Rail Spur will logically continue and enhance this process further into developing a design that fits with the spirit of West Edge and its supporters and stakeholders. The planning process will include:

- Understanding the vision of West Edge and how the design of the Reed Avenue Rail Spur fits into the overall fabric of this district
- Reviewing and familiarizing with the *West Edge Areawide Plan* and the recommendations that pertain to the rail corridor design

- Understanding the urban design concepts that define the look and vibe of the West Edge area
- Engage old and bring in new West Edge stakeholders into the planning and design process
- Generate excitement and engagement in the community to help participate in this process
- Work closely with Staff and Elected Officials throughout the process to keep them up to date
- Develop a multiuse corridor design for Reed Avenue that is reflective of the overall goals of the City and MPO as well as the design vision for West Edge <http://www.cheyenneWestEdge.com/initiatives/area-wide-plan/>
- Develop a multiuse corridor design for Reed Avenue that excels in design and functionality to serve a diverse set of transportation and recreational users and area businesses
- Identify specific hard infrastructure needs and/or projects to activate and support private investment
- Outline a framework to apply for future grants to support and match such investment and economic development such as EDA (Economic Development Administration) grants

PLANNING TASKS

- Review all existing plans, design guidelines and standards for the community of Cheyenne that apply to this district and incorporate them into the design of this multiuse corridor <http://www.cheyenneWestEdge.com/>
- Analyze and evaluate corridor design concepts that fit with the vision of WesEdge and the revitalization of the Reed Avenue Corridor and adjacent catalyst sites
- Conduct outreach and community based design development through participatory techniques such as a design charrette or focus groups
- Develop a multiuse corridor design that not only provides mobility to all modes of travel and complements the aesthetics of the West Edge district but also includes hard infrastructure through greater access and technology to support new investment and development adjacent to the corridor
- Evaluate EDA grant funding criteria to ensure that they are effectively incorporated into the planning process to facilitate future grant opportunities
- Pay special attention to creativity and innovation in design and policy which will be of great significance to the overall success of the West Edge

PUBLIC/STAKEHOLDER ENGAGEMENT

Cheyenne MPO and the City of Cheyenne values public and stakeholder involvement in their planning efforts to best meet the needs and expectations of the community. This project will be a collaborative process involving the various West Edge and downtown stakeholders very closely and providing the general public opportunities to get engaged in this process as well.

Every project is unique and requires a context based approach to its public involvement strategy. This project with its unique needs would require a variety of techniques to get involvement and input from diverse stakeholders and members of the general public. The Consultants may use the MPO *Public Participation Plan* as a guide and work closely with the MPO's Public Engagement Support Team as well as staff to develop a public and stakeholder involvement strategy specifically tailored to this project.



Tactical urbanism techniques being used to create parks in the West Edge District

Additionally, the selected consultants will at a minimum be required to do the following:

- i. Hold regular Steering/Project Management Committee meetings
- ii. Provide periodic updates to the MPO Technical Committee and West Edge/Downtown Stakeholders
- iii. Convene a high profile event to kick off the project and get the community interested and engaged in the upcoming planning process
- iv. Hold at least two public informational meetings
- v. Conduct one on one meetings with agencies, business owners or Westdge stakeholders such as business owners, residents, patrons, employees etc. as needed
- vi. Conduct a focus group/design charette with stakeholders to develop a vision and design concept for this corridor
- vii. Provide a final presentation to the MPO Technical Committee
- viii. Work with MPO staff to use the MPO's My Sidewalk and Facebook page effectively and on an ongoing basis to engage the community

The selected consultants will be accountable for outreach efforts for appropriate attendance at the stakeholder/public meetings. If attendance is remarkably low, it may be necessary to reschedule a meeting again or use an alternative tool to get public input.

DELIVERABLES

The Reed Avenue Plan should lay out an innovative and functional design concept that celebrates the railroad and West Edge themes while functioning as a multiuse corridor to spur future economic development, especially in the catalyst areas. The Plan will include detailed design drawings, renderings, corridor cross sections, enhancement ideas and design guidelines. The Plan will include the following deliverables:

- Review of Existing Plans, Design Guidelines and Policies
- Concepts incorporating the vision and design elements from West Edge and the Area Wide Plan including:
 - o Establishment of links between the surrounding brownfield redevelopment and proposed transportation improvements.
 - o Demonstrate how the potential business and economic development up and down the corridor will benefit from the new transportation links.
- Review Colorado's plans for passenger rail. Make suggestions on potential future passenger rail terminals on this corridor
- Survey of the Reed rail corridor and adjacent land
- Visit with property owners to gain an understanding of their use and potential future plans
- Investigate issues related to utilities and vehicular access including emergency and service vehicles and existing access on Reed Avenue
- Give consideration for new "Quiet Zones" established at the railroad crossings along the corridor
- Communicate and plan with the Union Pacific and BNSF railroads
- Give consideration and plan for the installation of fiber optics along or around the corridor for future businesses including cost estimates and a realistic path forward for installation
- Prepare an economic impact analysis for the addition of jobs and housing to the corridor to include property and sales tax, health & safety, and land use & air quality. What would be the return on investment? Include both quantitative and qualitative analysis for funding the project
- Summary of Stakeholder and Public Involvement
- Proposed design concepts and guidelines
- Design renderings using photoshop or similar program to illustrate these concepts
- Supporting policy guidelines

- Cost estimates and/or any phasing plan for implementation
- Maps and GIS Files for proposed recommendations

GENERAL PROJECT MANAGEMENT RESPONSIBILITIES

The selected consultants will be required to coordinate closely with the MPO and core project management team, including the West Edge PMT and representatives from City departments. Important responsibilities include:

- i. Communicating regularly with MPO project manager on updates, milestones and deliverables
- ii. Preparing and facilitating all presentations and meetings including public meeting, one on one meetings with stakeholders and steering committee meeting
- iii. Prepare all advertisement and informational materials necessary for social media and educating and updating agency representatives, stakeholders, elected officials and the general public about the plan
- iv. Summarize discussions, comments, and attendance from all meetings

TIMELINE

