

Cheyenne Metropolitan Planning Organization



Sun Valley Greenway Connector 35% Design Plan

Request for Proposals

Due January 31, 2017

The Cheyenne Metropolitan Planning Organization (Cheyenne MPO) hereby requests professional services for the **Sun Valley Greenway Connector 35% Design Plan**. This plan will bring the Greenway from Sun Valley Open Space to the trail system along Campstool Road in the Cheyenne Business Parkway and finally connect to the existing Greenway on HR Ranch Road. This 35 percent plan will explore a few alternatives to provide this connection and develop a preliminary design for the preferred alternative. 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
Phone: 307-638-4366
Email: 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 4:00 p.m. Mountain Time on Tuesday, January 31, 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 review all data submitted thoroughly 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 will entertain amendments to the Scope of Work that also meet all Federal Requirements from 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 a breakdown of each phase 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.

All proposers may submit inquiries in writing to MPO at any time prior to noon on January 23, 2017. 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 posted to the MPO website: www.plancheyenne.org 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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Cheyenne, WY 82001
Phone: 307-638-4366
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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, FHWA UPRR and/or other project 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.

DRAFT SELECTION SCHEDULE – subject to change

January 5, 2017	Legal Notice Posted in Paper
January 31	Proposals due from Consultants
February 10	Review Committee selects Consultants for interviews (If necessary)
March 3	Interviews are held and review committee completes final selection
March 7	Professional Services Agreement finalized with successful Consultant.
March 8	Agreement placed on City Council Agenda
March 13	City Council Meeting No.1: Agreement referred to Finance Committee
March 21	Agreement discussed in Finance Committee
March 27	City Council Meeting No. 2: Agreement approved/disapproved.
March 28	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 details should be outlined in the section of the Proposal dealing with Modifications to the Scope of Work. The current budget

identified in the amended FY `17 UPWP is \$40,000 with the ability to amend the budget for additional funding if necessary.

CONSULTANT INVOLVEMENT

The consultant will hold meetings as needed with MPO, City, and County staff, as well as Project Steering Committee during 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.

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, 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 and MPO Policy Committee, 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 three (3) hard copies of the preliminary draft report and electronic files. The consultant will be responsible for providing up to 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."

Purpose and Need

The southeastern area of Cheyenne has been experiencing increased economic activity in the last several years. Projects that have moved forward include a new Walmart at Campstool Way and College Drive and continued business and employment growth in the Cheyenne Business Parkway along Campstool Road. This quadrant of the community has a gap in the non-motorized system that needs attention. Earlier this year, the City of Cheyenne Greenway Advisory Committee conducted a community survey to get a sense of what future Greenway connections are important to the public.

One project that garnered significant interest from the public was bringing the Greenway at Sun Valley Open Space south across the Union Pacific Railroad to connect to a future trail system along Campstool Road in the Cheyenne Business Parkway and continuing under I-80 to connect to the existing Greenway along HR Ranch Road. Recently, Cheyenne LEADS completed an adopted plan for enhanced landscaping and a multi-user trail design along the full extent of Campstool Road through the Cheyenne Business Parkway. Large employers within the business park have advocated for this trail system to assist their employees with non-motorized transportation to and from their work sites and to the Open Space.

This 35 percent plan will explore a few alternatives to provide this connection and make a recommendation on a preferred alternative.

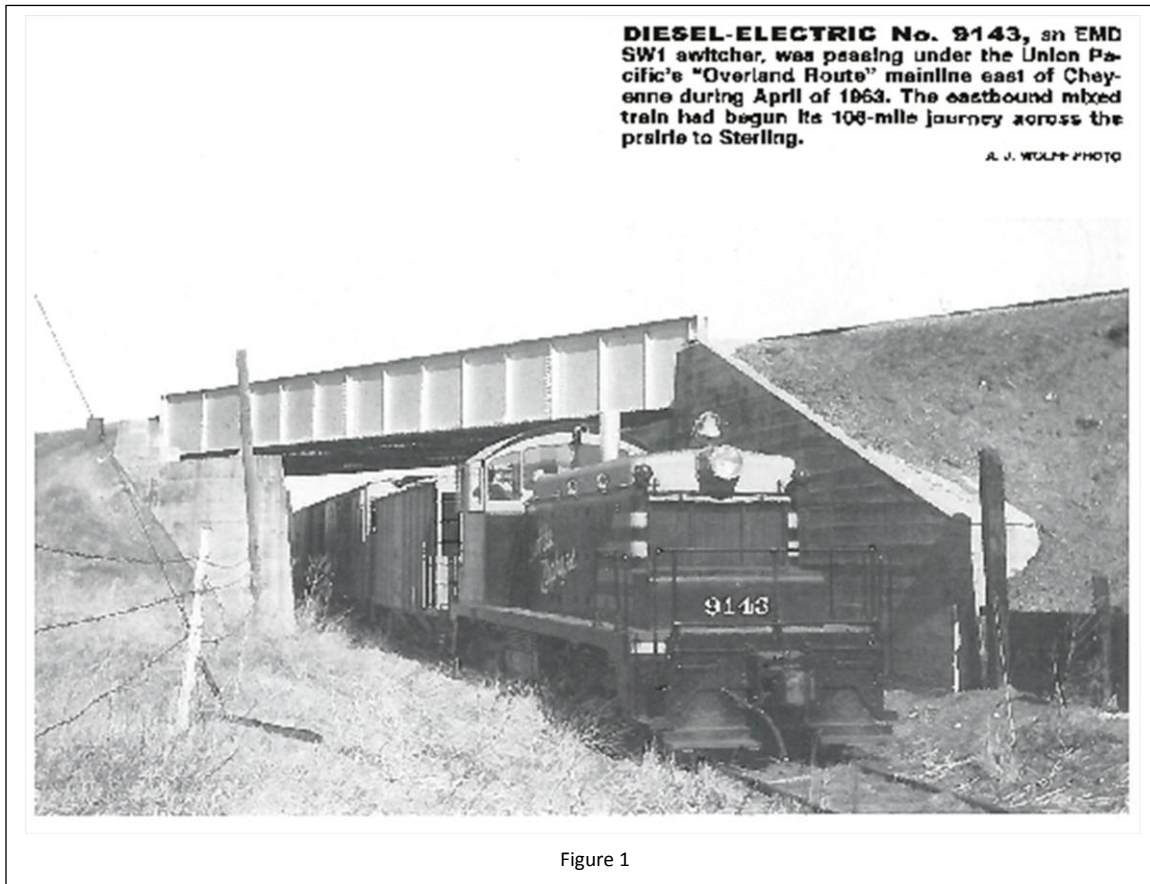
Project Overview

Additional Greenway development helps complete the overall non-motorized network in the Cheyenne area and supports the MPO's goal of planning for all modes of travel. This proposed Greenway alignment needs to be studied closely to assess feasibility, costs, and future planning needs. The 35% design plans, estimated costs, and report will enable the City to secure funding for final design and construction through a Specific Purpose sales tax, grants or other funding sources.

Some preliminary ideas to achieve this have been proposed as:

1. Overpass of UPRR connecting the Sun Valley neighborhood area south of Raleigh and Savannah to Campstool and Burlington Trail intersection
2. Underpass connecting the Sun Valley Open Space through the old CB&Q RR tunnel under UPRR to Campstool just east of the intersection of Burlington Trail (figure 1) The location of the removed underpass is marked by two stormwater culverts.
3. Follow College Drive alignment over the UPRR and then east to Campstool and Burlington Trail

- Alternative routes may be considered and assessed based on land ownership, physical characteristics, highest potential usage, aesthetics, and potential expense.



Public Involvement

Using the MPO Public Participation Plan, the selected consultants will develop a public involvement strategy that will be uniquely tailored to the needs of this project. A minimum of two public open house meetings and various other public outreach techniques will be used. Consultants will work closely with a project Steering Committee made of technical staff from the City, County, MPO and a member of the Greenway Advisory Committee. The consultants will meet with them as necessary but no less than every other month during the project. Periodic updates, with necessary presentations, will be provided to the MPO and the Project Management team.

Draft Scope of Work

1. Review all previous Greenway and other plans completed for the proposed area.
2. Contact and coordinate as necessary with all property owners around the area including city, county and state agencies, LEADS Business Parkway employers, and railroad companies with jurisdiction over the area being considered.
3. Review and use the new Cheyenne LEADS trail plan for connectivity.
4. Identify any property that needs to be acquired and provide maps. Provide preliminary cost estimates of land acquisition.
5. Provide cost saving ideas in the plan.
6. Include design and safety recommendations for grade-separated and or at-grade crossings on the project.
7. Survey and/or conduct title research, as necessary.
8. Provide preliminary cost estimates which includes ROW acquisition and engineering.
9. Prepare plan/design sheets to the 35% level.
10. Perform geotechnical analysis of any areas identified for overpass abutments and underpass tunnels/approaches.
11. Ensure integrity of Sun Valley Open Space as a functional storm water detention facility.

Final Products

- The selected firm will be responsible for preparing the final recommendations in a simple map and report format.
- The firm will also provide recommendations, improvements, and selected alignment in a format capable of being imported into the City's Arc/Info GIS system.
- The consultant shall provide up to ten hard copies of necessary drawings and written plans. Any drafts and final products shall also be submitted as digital documents for easy dissemination, reproduction and online display.
- Graphics shall be saved as part of the document and as separate graphic files. All graphics used shall be either in the public domain or have rights transferred to the City of Cheyenne and MPO for unlimited reuse.

Resources:

- *Greenway Master Plan*, Ohde and Associates, 1992
- *Cheyenne Area On-Street Bicycle Plan and Greenway Plan Update*, Alta Planning + Design, 2012
- *2007 Greenway Extension Plans*, July 2009 by Nolte Associates, Inc. identifies a loop trail around the Sun Valley Open Space and into the neighborhood directly east of the open space detention pond. A connection southward under the UPRR was not contemplated with this plan, but could be a starting point for the current projects. Unfortunately, this section of the plan did not continue to final design of construction.
- The *Fox Farm Corridor Plan*, A.V.I., p.c., 2013 proposes a realignment of the intersections of Burlington Trail with Campstool Road and South Industrial Road. The plan includes 35% design of Burlington Trail with a Greenway on the east/north side.
- *Cheyenne Business Parkway Corridor Plan*, 2014, BHA Design
- *Cheyenne Business Parkway Site Plan*, 2015, BHA Design

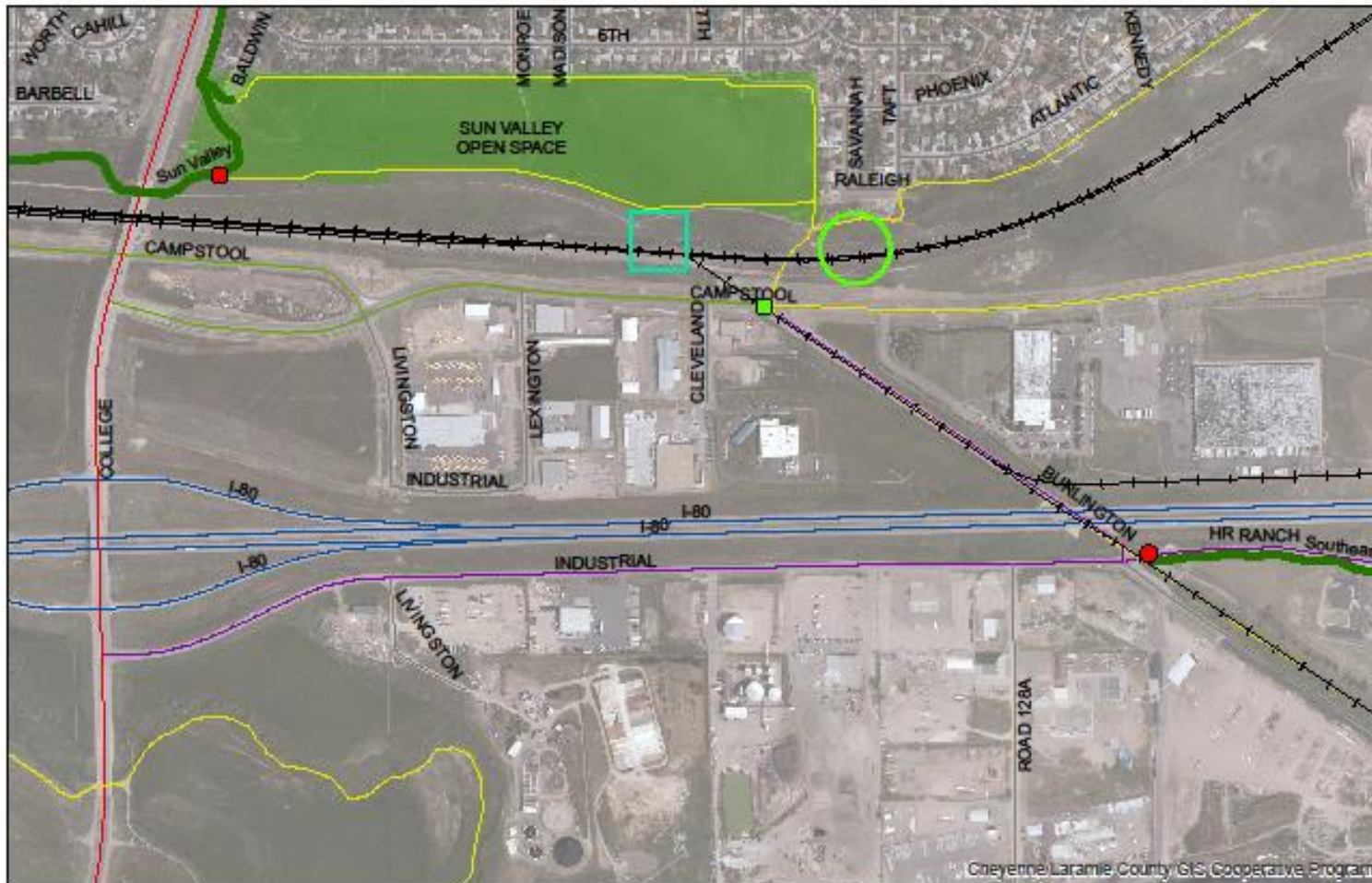
Deliverables





- Analysis of design alternatives including geotechnical and stormwater factors
- 35% Plan for Greenway Extension
- Plan and Profile sheets
- Copies of the Draft and Final Reports with electronic files
- Cost estimates

SCORING CRITERIA

PROJECT: Sun Valley Connector 35% Design 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				

Sun Valley Greenway Connector 35% Design Plans



-  Possible Overpass Location
-  Possible Underpass Location
-  Mid point connection
-  Beginning and End points



This map was made possible through the 2014-2015 Statewide County Development GIS (SDGSD) Program and is not displayed for any purpose. The 2014-2015 program is a statewide and developmental initiative in which we are focused on the state's future. We are committed to the state's future and assume the ability to operate with the use of public data.

