

Request for Proposals

March 1, 2018

Solicited by the
CHEYENNE METROPOLITAN PLANNING ORGANIZATION

Project Name:

East Dell Range Boulevard / US 30 Corridor Study 2018

Proposals Due: March 23, 2018

Cheyenne Metropolitan Planning Organization
Mailing Address - 2101 O'Neil Avenue
Office Address – 615 W. 20th Street
Cheyenne, Wyoming 82001
(307) 637-6299



March 1, 2018

The Cheyenne Metropolitan Planning Organization (Cheyenne MPO) hereby requests the professional services to develop a Transportation Plan for East Dell Range Boulevard and East U.S. 30. 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: Tom Mason, Director
Address: Cheyenne MPO
2101 O'Neil Avenue, Room 110
Cheyenne, WY 82001
www.plancheyenne.org
Phone: 307-637-6299
Email: tmason@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. Proposals should contain: Eight (8) original copies, bound together with all required attachments. 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 March 23, 2018.

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 their 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 Transportation Planning 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. All proposers may submit inquiries in writing to MPO at any time prior to noon on March 14, 2018. 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. Addendums will be placed on the MPO website only. No technical assistance shall be given by the MPO to any proposer in preparation of its proposal.

Written inquiries shall be directed to:

Contact: Tom Mason, Director
Address: Cheyenne MPO
2101 O'Neil Avenue
Cheyenne, WY 82001
Phone: 307-637-6299
Email: tmason@cheynnemopo.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, County, Cheyenne MPO, 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*)

March 2, 2018	RFP Advertised
March 23, 2018	Proposals due from Consultants
March 30, 2018	Review Committee selects Consultants for interviews (If necessary)
April 19, 2018	Interviews are held, and review committee completes final selection
April 27, 2018	Professional Services Agreement finalized with successful Consultant
May 9, 2018	Agreement placed on City Council Agenda
May 14, 2018	City Council Meeting No.1: Agreement referred to Finance Committee
May 21, 2018	Agreement discussed in Finance Committee
May 28, 2018	City Council Meeting No. 2: Agreement approved.
May 29, 2018	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 `18 UPWP is \$80,000.

CONSULTANT INVOLVEMENT

The consultant will hold meetings as needed with the Project Steering Committee, City Engineering, City Planning, County Public Works, County Planning, WYDOT, MPO, and other stakeholders 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 after the project to ensure all concerns from all stakeholders have been addressed satisfactorily. Throughout the project, the selected Consultant is expected to meet periodically with the MPO, WYDOT, County and City staff.

Cheyenne MPO will provide reports, project information, and through the GIS Cooperative, the existing mapping data. 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 graphics and other maps that are 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. The consultant team should expect to hold up to two general public open houses during the course of the project; one near the beginning and one in the middle of the project to present options for consideration. Before presentations of the selected options and the final document to the City Governing Body and County Commissioners, there will be meetings with the MPO Technical, Citizen's Advisory Committee and the City and County Planning Commissions.

The consultant will be responsible for miscellaneous copies for review to MPO, WYDOT, City, County 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, County Commissioners 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: Dell Range and US 30 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				

1. INTRODUCTION

This corridor study is an update to the 2008 *East Dell Range / U.S. 30 and Christensen Railroad Overpass Plan* which was prepared by Felsburg Holt & Ullevig. The project will review the corridors and main intersections from College Drive eastward to the UPRR Overpass near the Archer Interchange. The eastern edge of Cheyenne is continuing to experience heavy residential growth and the impacts to the existing road network are rising. Traffic is increasing on all the classified roadways in the area plus the planned *Christensen Railroad Overpass Project* is expected to go out to bid in the fall of 2018. This major road connector will link Interstate 80 with U.S. 30 adding a much-needed bridge over the Union Pacific Railroad main line. This will also impact and make changes to the existing road network.

The study will look at the corridors and the intersections along these Principal Arterials as well as drainage components. The study will use guidance from ‘Complete Streets’ concepts. Other classified roadways which intersect Dell Range and U.S. 30 will be reviewed and considered. By evaluating socioeconomic growth potentials, the prioritization of transportation improvements by segments and their cost estimates is requested. A funding plan will be developed. The 2008 Plan can be found at: <http://www.plancheyenne.org/mpo-project/east-dell-rangeus-30-and-christensen-railroad-overpass-plan/>

2. PROJECT AREA

The project will study the U.S. 30 Highway from College Drive through the Christensen intersection and beyond to the UPRR Overpass near the Archer Interchange as well as the Dell Range Boulevard Corridor from College Drive to its planned new intersection with U.S. 30 (as proposed by the 2008 plan and Officially Mapped by the City). This project also deals with the cross streets in as much as they affect the intersections and traffic generation in the immediate area. Please see Figure 1 below for a better idea of the area being described.



Figure 1 Study will Review U.S. 30 Eastward to the U.S. 30 UPRR Overpass near the Archer Interchange

3. EXISTING CONDITIONS

Land Use – In the east side of Cheyenne there are two large subdivisions that are increasing traffic impacts on the area roadways. Saddle Ridge Subdivision is located south of U.S. 30, east of Whitney Road and north of Pershing Boulevard. The first phase is nearing the buildout of approximately 875 dwelling units. Phase two expands eastward to Christensen Road and will produce approximately 700 additional dwellings. Whitney Ranch is a new subdivision which is located north of Dell Range, east of Whitney Road and south of Storey Boulevard which may hold up to 2,200 dwelling units along with some commercial land uses. These subdivisions will also hold parks and new schools. North of Dell Range there are numerous rural subdivisions with are adding rooftops increasing traffic on Whitney Road and the intersections with Dell Range and U.S. 30. There are other properties which will likely fill in with the coming water and sewer

utilities expansions. Along with the subdivisions described above, there are other developments further east in Laramie County.

Traffic –With the subdivision growth described above, there are growing traffic volumes and crashes on the regions roads and intersections. U.S. 30 is a state highway and thus falls under the DOT’s Access Management restrictions. In 2007 WYDOT made safety improvements by adding left turn lanes and intersection lighting. Through grants the City has added some Greenway connections within the southern right of way of U.S. 30 and a few new subdivisions have added sidewalks, but a majority of U.S. 30 is still without pedestrian facilities. Major intersections on U.S. 30 which have traffic signals include College and Pershing. The Pershing/ U.S. 30 intersection has a major skew. The intersections of Hayes, Van Buren, Whitney, Dell Range and Christensen are unsignalized.

East of College Dr. the Principal Arterial, Dell Range is three lanes. There are many intersections at every block which slows mainline traffic in both directions due to right-turns. Dell Range changes to a two-lane rural section at James Dr. where the city limits end. Dell Range continues east where it intersects Whitney Rd. and then further east it turns sharply south and immediately comes to a stop-controlled intersection with U.S. 30. This intersection is further exacerbated by being on a hill with highway speed traffic and the southern leg leads to a large church and the southern frontage road. The Christensen Road intersection is only 800 feet away to the east. The relocation of the Dell Range and U.S. 30 intersection is planned and “Officially Mapped” at a location just west of the large radio towers near the Foxglove Drive intersection. (See City Ordinance #3922 dated 6/2011) The property at this location is currently in the process of planning and platting which will lock in the proposed new intersections right-of-way. Traffic Counts on U.S. 30 are: College to Polk -12,500 with 2% trucks; Polk to Whitney - 9,500; Whitney to Christensen - 8,300 and Christensen to Archer – 5860 with 2% trucks. Traffic Counts on Dell Range are: East of College – 26,092; west of Whitney – 6,900; and west of U.S. 30 – 3,800 (all 2016).

Other Information – Whitney Road is currently being studied for the MPO by AVI, p.c. between U.S. 30 and Storey Boulevard. This is driven, in part, by the developing Master Plan for The Whitney Ranch. Recommendations will come out of that MPO plan for the U.S. 30 and Dell Range intersection. Required water and sewer needs for Whitney Ranch and other City future growth needs are currently being determined by the Board of Public Utilities. Therefore, future water and sewer needs will be placed within the rights of way

of the roads in question and must be considered in this planning effort. The same goes for storm-sewer which currently utilized the U.S. 30 three-hundred feet ROW.

Other recent MPO planning studies that impact these corridors, intersections and other transportation modes which need to be included in the consultant's research are:

Bicycle and On-Street Bike Plan: <http://www.plancheyenne.org/mpo-project/cheyenne-area-on-street-bicycle-plan-and-greenway-plan-update/>

Cheyenne Regional Freight Mobility Plan: <http://www.plancheyenne.org/wp-content/uploads/2013/03/Final-Report-and-Appendix8.19small.pdf>
(College Intersection and Truck Routes)

Cheyenne Area Pedestrian Plan:
<http://www.plancheyenne.org/Final%20Ped%20Plan%20and%20SRSTS/CHEYENNE%20Ped%20plan.pdf>

Cheyenne Area Safe Routes to School Plan:
<http://www.plancheyenne.org/Final%20Ped%20Plan%20and%20SRSTS/CHEYENNE%20SRSTS%20plan.pdf>

WYDOT has the reconstruction of U.S. 30 between Pershing Blvd. and the UPRR Bridge by the Archer I-80 interchange in the *State Transportation Improvement Program* for the year 2023. They intend to make the roadway a 4 to 5 lane facility. The expected cost is \$8,125,000. It is not designed yet, and this planning project will make recommendations on the appropriate cross-sections between Pershing and the UPRR Overpass along with intersection traffic controls. The relocation of the planned Dell Range and U.S. 30 intersection is coming closer to realization. With this planning project, the consultant will quickly determine if the proposed location and layout is the best solution and therefore make specific design recommendations based on projected traffic.

PLANNING TASKS

1. Schedule and conduct a kick off meeting, steering committee meetings before each public meeting or public involvement opportunity, and before the draft plan is scheduled to go to the Planning Commissions for the formal public hearings.

2. The Consultant shall review PlanCheyenne and all existing studies, development actions in the vicinity, etc. that exists for any part of the study area and make recommendations that incorporate these existing studies as appropriate. The consultant will fully organize the project and develop the concept plan for the study area. This will involve discussions with adjacent property owners, the Laramie County School District, Cheyenne Transit Program staff and WYDOT, etc.
3. This in an update to the 2008 plan. Therefore, all alternatives from that plan do not need to be reassessed or redeveloped. (We are not looking to recreate the wheel) Working with the MPO and the MPO's Travel Demand Forecast Model, the consultant will update the existing and future socioeconomic data which are inputs to the Model to confirm and/or modify as appropriate the 2008 recommendations. The nearby large development traffic studies are also a research source. With appropriate justification the selected consultant may offer modifications to the 2008 plan.
4. Research and document all known utilities within the study area including storm sewer, and the Board of Public Utilities. Utility plans are being prepared by the BOPU and the developers. Create a checklist of considerations and assumptions relating to utility infrastructure adjacent and within the Dell Range and U.S. 30 Rights of Way.
5. The Consultant will evaluate traffic safety along the Project study area; driveway access realignments or modifications; intersection modifications or reconfiguring; and utilities relocations. The consultant shall consider ADA accessibility issues for future transit routes, vehicular, pedestrian, and bicycle needs for today's traffic and the 20-25-year traffic forecast. It will be a benefit for the consultant to be experienced in all traffic control and intersection options including modern roundabouts. The consultant shall develop signal warrants at the appropriate intersections for current and future (20-25 yr.) traffic volumes.
6. The Consultant will develop and incorporate conceptual plans to the 35 percent design level for long term improvements of traffic operations. Accommodations for all modes of travel should be considered. Because of the existing and projected schools, transit routes, and the residential neighborhoods, it is essential for these corridors to provide a good walkable pedestrian environment and safe bicycle facilities.
7. The consultant will segment out and list manageable project sections and prioritize those segments based on expected traffic needs, demands and funding availability (A fiscally constrained plan). This will include not only the improvements along Dell Range and U.S. 30 but also project needs on intersecting roadways such as Whitney. Funding sources should include private sources due to probable development impacts.

8. The Consultant will develop cost estimates for preliminary construction, Rights of Way acquisitions and drainage improvements (if necessary) for the project. The Consultant shall clearly identify any property that will need to be acquired for the recommended solutions and proposed programmed improvements.
9. Along with regularly scheduled meetings with Cheyenne MPO and City/County/WYDOT Staff the Consultant will make presentations at the end of the project to the City and County Planning Commissions, the Cheyenne MPO Policy, Technical, Citizens Advisory Committees, one City Council meeting and one County Commission meeting.
10. The consultant will provide the recommendations, improvements and selected alignment in a format capable of being imported into the City's ArcGIS system. The consultant will work with the GIS staff to develop the specifics of the various files.

PUBLIC INVOLVEMENT

1. Review the MPO Public Participation Plan
2. Conduct Public Involvement utilizing a greater outcome-based approach. Education and solicitation of input strategies shall be based to the best extent possible on achieving neighborhood/community support. The process shall begin with the establishment of clear goals and objectives with respect to the project and meaningful public involvement and outreach. Success in the public process will be measured by the achievement of consensus between stakeholders and the determination of a recommended and accepted course of action.
3. Use a variety of strategies listed in the Public Participation Plan to gather feedback and inform the public of the project. <http://www.plancheyenne.org/about-cheyenne-mpo/public-participation-plan-2/>
4. Provide photographs, displays, maps and survey links, text and results to staff, for use on the MPO website and on Facebook.
5. Design all internet and traditional advertising of the project. With the assistance from the MPO staff, choose public input opportunities, venues or platforms and produce all meeting materials.
6. Project consultants will be expected to attend and run public meetings.

DELIVERABLES

The consultant will be responsible for miscellaneous copies for review to MPO/steering committee as needed throughout the project. The consultant will be responsible for providing up to ten (10) hard copies of the preliminary draft report. The consultant will be responsible for providing up to ten (10) hard copies of the final report, maps and the resolution after its adoption by the Governing Bodies and MPO Policy Committee, along with electronic copies in PDF format.

Specific deliverables are expected to include (but may not be limited to) the following:

1. Advertisement design, graphics and electronic copies for public participation efforts that may possibly include postcards, newspaper advertisements, and social media, blog posts among others.
2. Displays for staff, steering committee and/or public meetings including maps, boards, handouts, surveys and sign-in sheets. These will be available as electronic copies to the MPO to review five working days prior to meetings and summaries of surveys promptly upon completion.
3. Summary of all public meetings and steering committee meetings and copies of sign-in sheets will be produced within a week of the event.
4. Power Point presentations given at all meetings.
5. Thirty five percent (preliminary) plan and profiles for the roadway, needed rights of way, utilities and drainage considerations of Dell Range and U.S. 30.
6. Prioritization of segmented project needs which match funding sources and options.
7. Cost estimates for preliminary construction, Rights of Way acquisitions and drainage improvements (if necessary) for the project.
8. Documentation of progress shall be included with every invoice.
9. Electronic copies of all documents, images, photos, draft plans and final plans.