

# Request for Proposals

April 2018



Solicited by the  
Cheyenne Metropolitan Planning Organization

---

## **Archer Greenway Trail Connector** **Campstool Road to Archer**

---

*Proposal Due: May 18, 2018*

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

The Cheyenne Metropolitan Planning Organization (Cheyenne MPO) hereby requests professional services to develop a Trails Plan for a Greenway/ Trails Connector from Campstool Road to the Laramie County Archer Complex. The consultant will conduct all the tasks identified in the attached scope of work. 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, #110  
 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 letter, cover or back sheets. Proposals should contain: Six (6) 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 4:00 p.m. Mountain Time on May 18, 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 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 a graphic 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 May 4, 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 and only posted to the MPO website: [www.plancheyenne.org](http://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:

Contact: Nancy Olson  
 Address: Cheyenne MPO  
 2101 O'Neil Avenue  
 Cheyenne, WY 82001  
 Phone: 307-638-4366  
 Email: nolson@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 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.

## **TENTATIVE SELECTION SCHEDULE** – subject to change

April 23, 2018	RFP Advertised
May 4, 2018	Deadline for Questions to be submitted
May 18, 2018	Proposals due from Consultants
May 30, 2018	Review Committee selects Consultants for interviews (If necessary)
June 14, 2018	Interviews are held, and review committee completes final selection
June 27, 2018	Professional Services Agreement finalized with successful Consultant
July 3, 2018	Agreement placed on City Council Agenda
July 9, 2018	City Council Meeting No.1: Agreement referred to Finance Committee
July 16, 2018	Agreement discussed in Finance Committee
July 23, 2018	City Council Meeting No. 2: Agreement approved/disapproved.
July 24, 2018	Notice-to-proceed issued by MPO 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 FY `18 UPWP is \$20,000 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 a Project Steering Committee during the project. This can be up to six (6) meetings, not included are teleconference meetings which could occur as needed. The Consultant can expect formal 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. 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 consultant 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, 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 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."*

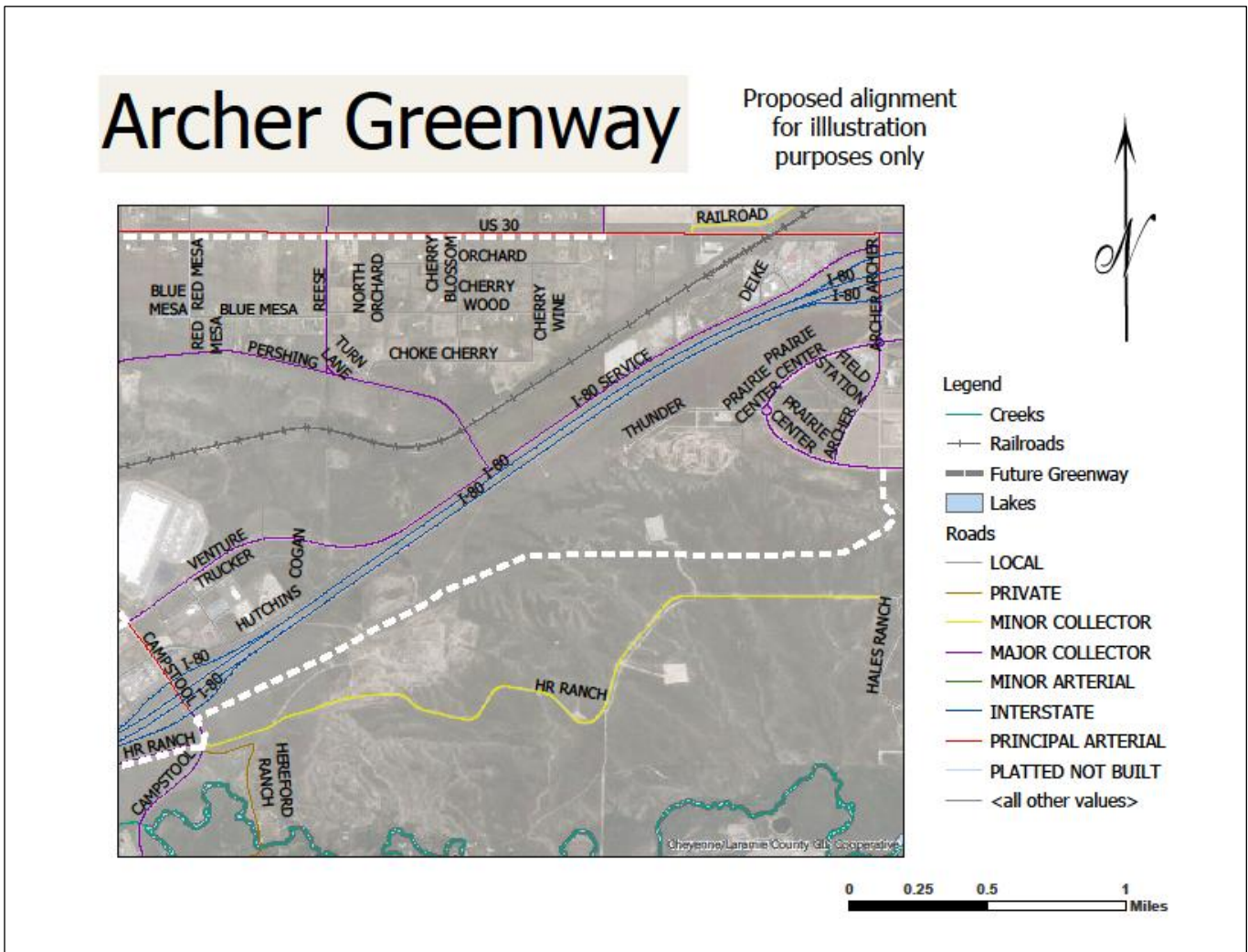
## SCORING CRITERIA

<b>PROJECT: Archer Greenway Trail Connector-10% Design Plan</b>				
<u>CRITERIA</u>	<u>DESCRIPTION</u>	<u>WEIGHT</u>	<u>SCORE</u> (0 - 10)	<u>TOTAL</u>
<b>Planning process</b>	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>		
<b>Proposal quality</b>	Readability, completeness, brevity, and organization of the proposal.	<u>10</u>		
<b>Applicable education and experience</b>	Education, experience with similar work, and verification of pertinent requirements of Wyoming law concerning the practice of the professional services required.	<u>9</u>		
<b>Performance on past projects</b>	Success on previous projects in the way of project quality, budget, schedule and cost control.	<u>9</u>		
<b>Project innovations</b>	Ideas or suggestions to improve the schedule, feasibility, cost savings and/or scope of the project.	<u>8</u>		
<b>Familiarity with project</b>	Knowledge of project background, needs, goals, limitations, and special considerations.	<u>8</u>		
<b>Public process and involvement</b>	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>		
<b>Adequate resources</b>	Sufficient available staff and equipment to complete the proposed work within the requested time frame.	<u>7</u>		
<b>Equal opportunity</b>	Consultant's record on affirmative action and response to relevant policies regarding minorities, women and disadvantaged business in employment contracts.	<u>5</u>		
<b>Total</b>				

## Purpose and Need

Along with the City, the Cheyenne Greenway is expanding eastward with a soft surface trail planned for construction along the abandoned Chicago, Burlington & Quincy Railroad which ends at HR Ranch Road near Campstool Road south of I-80. Laramie County has developed property called Laramie County Archer Complex which is south of the I-80 and the Archer Interchange. Many Laramie County services are provided in the area, including County Planning and Coroner, County Public Works, Shooting Sports Complex, Laramie County Fair Board, Laramie County Emergency Management, Motocross Park, and Laramie County Juvenile Services. Residential ranchette development in the near vicinity will soon include bridle trails that connect to Archer and could eventually connect to the CB & Q soft surface trail. The Laramie County Fair is in the process of moving completely out to the Archer Complex and other family-oriented events occur regularly at this location. It is important to bring alternative modes of transportation to this growing activity center in our community. Many young people and adults would use a safe pathway from eastern Cheyenne to the Archer if it were available. This plan will lay out a 10% conceptual trail alignment to connect existing Greenway with the Archer Complex. This plan will explore two to three maximum, alternative alignments to provide this connection along with different surfaces for the pathway that meet ADA guidelines and be accessible to pedestrians, bicyclists, joggers, and equestrian users. The width of the path will also be determined in this planning process. The consultant will make a recommendation on a preferred alignment, width, and trail surfaces. The consultant will provide estimated costs for the 10% design level.

## Project Area



## Existing Conditions

The terrain where this trail will be placed is predominantly open space, high-plains grassland, and ridgeline slopes with minimal development. It lies directly south of I-80 on the eastern fringe of the metropolitan area. The State Transportation Commission, HR Ranch Land Company and Laramie County are the three large properties that will need to be contacted and met with regarding this project. Care should be given to the ridgeline that skirts the Archer Complex to the south as it may be an issue when keeping the trail less than 5% slope for ADA accessibility. The Archer water tower and a Motorcross track are on the west side of the complex off Thunder Road. The proposed alignment map shows the connection to Prairie Circle Drive being proposed directly south of Archer Parkway. This project will analyze the best geographical alignment with the willingness and number of landowners that might be supportive of the trail passing through their property. Coordination with Laramie County officials will be critical. A recommended alignment will be selected after stakeholders and the public have weighed in on the choices. Final 10% plan sheets will be prepared along with a report on all tasks accomplished.

## Resources:

- *Archer Complex, Planned Unit Development – Design Standards and Guidelines*, 2010, DLR Group & BHA <http://www.laramiecounty.com/departments/PlanningDevelopment/archer.aspx>
- *Cheyenne Area On-Street Bicycle Plan and Greenway Plan Update*, 2012 Alta Planning + Design <http://www.plancheyenne.org/mpo-project/cheyenne-area-on-street-bicycle-plan-and-greenway-plan-update/>

## Planning Tasks

1. Review all previous Greenway, trails, and other plans completed for the proposed area.
2. Contact and coordinate as necessary with all property owners within the area including utility companies, city, state agencies and Laramie County including the Laramie County Fair Board, Archer Complex County Departments and other users within the Archer Complex.
3. Identify any property that needs access easements or acquisition and provide maps.
4. Contact City Parks Department to assess safety concerns with mixing pedestrians, cyclists and horses.
5. Include design and safety recommendations for grade-separated and or at-grade crossings of public or private roads on the project.
6. Conduct title research, as necessary.
7. Prepare plan/design sheets to the 10% level.

## 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 Laramie County Cooperative's ESRI 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, Laramie County and MPO for unlimited reuse.

## **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 month to coincide with monthly billings during the project. Periodic updates, with necessary presentations, will be provided to the MPO and the Project Management team.

## **Deliverables**

- Analysis of design alternatives including stormwater basin impacts
- 10% Plan for Trail pathway
- A Property Ownership Map adjacent to the corridor along with accurate contact information should be provided. Areas of concern should be denoted as high, medium and low concern.
- Statement on the plan set that the centerline grade will not exceed 5% grade.
- Copies of the Draft and Final Reports with electronic files
- Cost estimates