

Request for Qualifications

June 21, 2018



Solicited by the
Cheyenne Metropolitan Planning Organization

Municipal Complex Pedestrian Routing Plan

Qualification Statement Due: July 6, 2018

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

The Cheyenne Metropolitan Planning Organization (Cheyenne MPO) hereby requests professional services to develop a Plan for routing pedestrian traffic around and through the Municipal Complex from 20th Street to 22nd Street. The consultant will address the tasks identified in the draft scope of work. Qualified firms are invited to submit a letter of interest, six (6) copies of a qualification statement, and one sealed envelope with the firm's fee schedule and cost estimate to:

Contact: Thomas Mason
 Address: Cheyenne MPO
 2101 O'Neil Avenue, #110
 Cheyenne, WY 82001
 Phone: 307-637-6299
 Email: tmason@cheyennempo.org

Qualification Statements (QS) should be limited to 8 ½ x 11 sheets for a maximum of ten (10) total pages, not including the cover letter, cover or back sheets. The QS should contain: Six (6) original copies, bound or stapled together with required attachments. The Cheyenne MPO will select the consultant from those responding to this RFQ. The Cheyenne MPO will consider RFQ's received by 4:00 p.m. Mountain Time on July 6, 2018.

CONTENT AND FORMAT OF SUBMITTAL

1. **Project Approach** – Briefly describe how your firm or team is qualified to conduct the work described in the attached draft SCOPE OF WORK. The proposer shall demonstrate that they can develop an appropriate public involvement process in the proposal.
2. **Project Team** – Identify the project team members and their position in the team, briefly outlining the qualifications of each member. Include any anticipated sub-consultants with the project team.
3. **Schedule** – Describe the general schedule you would propose to accomplish the work described in the SCOPE OF WORK and prepare a graphic to illustrate that schedule. It is desired that the project will take no longer than 6 months.
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.
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 from your QS.
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 RFQ, 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. However, this project's budget is less than \$35,000 and the contract is expected to be signed by the MPO Policy Committee Chair and not by the City Governing Body. All QS's received will be considered public information by the City of Cheyenne/MPO. Contents of QS 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 firms may submit inquiries in e-mail to MPO at any time prior to noon on June 29, 2018. Any written question by a firm regarding the meaning or interpretation of the RFQ, scope of work, etc., must be submitted to the MPO prior to the above specified date. All clarifications given to any prospective firm shall be similarly furnished to all prospective firms in summary form as an addendum to this RFQ and only posted to the MPO website: www.plancheyenne.org

Written inquiries shall be directed to:

Contact: Thomas Mason
 Email: tmason@cheynnemopo.org

The MPO is not bound by any oral comment, response or representation regarding this RFQ.

SELECTION PROCESS

Qualification Statements (QS) will be reviewed by a selection committee of at least three persons appointed by the Cheyenne MPO. This committee may be composed of representatives of the City, Cheyenne MPO, WYDOT, and/or other project stakeholders. The committee will select the firm based on the written RFQs only utilizing the "Weighted Scoring Criteria". That firm will be interviewed by the committee to review and confirm the proposed work. 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 will award the project to the proposing firm that best meets the needs of the project.

COST

Cheyenne MPO has funds budgeted for this project and reserves the right to amend the budget, if necessary. It is anticipated that the project will be less than \$35,000.

TENTATIVE SELECTION SCHEDULE – subject to change

June 21, 2018	RFQ Advertised
June 29, 2018	Deadline for Questions to be submitted
July 6, 2018	Qualification Statements due from Consultants
July 13, 2018	Review Committee selects one Consultant to interview.
July 20, 2018	Interview is held, and price envelop is opened. (If an agreement on the contract and scope cannot be reached the second-place firm will be interviewed.)
July 27, 2018	Professional Services Agreement finalized with successful Consultant
August 3, 2018	Contract signed

If no contract can be finalized because all firms issuing QS place the cost of the project over \$35,000 and/or the MPO and firms cannot agree on the SOW of the project, the MPO may decline to do the project or elect to start over and prepare a Request for Proposal.

CONSULTANT INVOLVEMENT

The consultant will hold up to three (3) meetings with the Project Steering Committee during the project.

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 QS. 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.

Effort will be made to obtain public input and will involve advertisement and solicitation. The consultant team should expect to hold up to two public open houses during 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, there will be one meeting each with the MPO Technical, Citizen's Advisory Committee and the City Planning Commission.

The consultant will be responsible for miscellaneous copies for review to the 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 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: Municipal Complex Pedestrian Routing Plan				
<u>CRITERIA</u>	<u>DESCRIPTION</u>	<u>WEIGHT</u>	<u>SCORE</u> (0 - 10)	TOTAL
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>		
Total				

Purpose and Need

The area between the adjoining City of Cheyenne Civic Center/Municipal Building and the Cox Parking Garage spans north/south from 20th Street on the south to 22nd Street on the north. The Laramie County Sheriff Office and County Jail are located on the south side of 20th Street. On the north side of 22nd Street is the Laramie County Library. The area of concern is generally the vacated right-of-way of Thomes Ave. On the west side of this vacated ROW space is a landscaped area with sidewalk(s) that connects to the Civic Center, Municipal Building and The North Parking Lot with 155 parking spots. On the east side of the vacated Thomes ROW is the 542 space Cox Parking Garage and the Burke High Rise Senior Housing and Community Center with 70 residential units. Surface storm water conveyance is provided in this area with a low volume trickle channel. Heavier water flows which run north to south should be much less than in the past due to recent storm water improvements north of this area (The new 26th Street storm sewer plus the future Civic Center Commons Project).

New major projects in the vicinity are pushing the need for a small planning project to recommend pedestrian facility improvements within and adjacent to the vacated Thomes ROW between 20th and 22nd Streets Construction of the Civic Center Commons began on May 21. This new public open space is between 20th, Bent, 21st and O'Neil. The goals of the Civic Center Commons project include flood mitigation, creating a public outdoor space within downtown. This new detention facility and park displaced 186 parking spaces which will mostly be absorbed into the North Parking Lot, Cox Parking Garage and/or on-street. Many Civic Center patrons and participants that parked in this West Lot will park elsewhere in the Municipal Complex area. A Cheyenne Municipal Area Parking Study was prepared in 2016 to address this parking displacement issue. It can be found at - <https://www.plancheyenne.org/mpo-project/cheyenne-municipal-complex-parking-study/>. Construction staging for the Civic Center Commons will be on-street, including 20th and Bent next to the current lot.

Secondly, Laramie County is preparing to build an addition to the Laramie County Detention Facility. The new project will add 112 new prison beds to the existing 350. This new construction will add to the building generally on the west, northwestern side of the building and reach up 5 stories plus the mechanical equipment. This addition will impact existing parking for Sheriff employees. A small parking lot at the corner of 20th and Thomes will be removed as the new building will be located on that spot. During construction, on-street parking on 20th will need to be used for construction staging therefore displacing sheriff parking which they now use for quick access.

Many people that attend Civic Center events and concerts park in the Cox Parking Garage. Some avoided the parking garage and preferred the West Parking lot, but as mentioned, it is no longer available due to the construction of Civic Center Commons. Therefore, some of those people will choose to park in the North Parking Lot, other nearby lots or on-street or the County Library Parking lot which is north of 22nd Street.

The sidewalk and area between the two Civic Center Front Doors and the Municipal Building North Parking Lot and further north to the County Library and Burke High Rise could be improved with new sidewalks, landscaping, new pedestrian level lighting, wayfinding signs, etc.

Scope of Work

This study will plan for an improved pedestrian connection and environment from 20th Street to 22nd Street including the Municipal Building North Parking lot and the areas west to O'Neil Ave. and east to Pioneer Ave. The consultant should also consider improvements through and around the North Parking Lot and provide graphic or video representations of the proposals with detailed specifications, itemized quantities and cost estimates. Feel free to provide alternatives to this proposal to enhance your firm's specialties.

The consultant will work with a steering committee made up of Tom Mason, MPO; Robert Briggs, Planning Services; Amy Allen, City Engineer; Vicki Nemecek, City Public Works, Teresa Moore, Community Recreation & Events; Richard Hillegas, Undersheriff; or their appointees.

Project Area Map



The Municipal Complex Pedestrian Routing Plan



This map/data is made possible through the Cheyenne and Laramie County Cooperative GIS (LCCGIS) Program and is for display purposes only. The LCCGIS invokes its sovereign and governmental immunity in allowing access to or use of this data, makes no warranties as to the validity, and assumes no liability associated with the use or misuse of this information.

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 graphics in a format capable of being imported into the Laramie County Cooperative's ESRI GIS system and AutoCAD.
- Cost Estimates and funding options will be prepared.
- 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.

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. The consultants will provide monthly progress reports with monthly billings during the project. Periodic updates, with necessary presentations, will be provided to the MPO and the Project Management team.

Supporting Information

PlanCheyenne provides basic Foundations and Policies that address pedestrian connectivity.

Community Plan

One of the results and benefits of coordinated land use and transportation planning include, opportunities for “walking” districts within activity centers and mixed-use areas.

PlanCheyenne: Shape:

FOUNDATION 1 – GROWING AS A COMMUNITY OF CHOICE

Principle 1.4: Revitalization and infill in our urban core will increase choices for housing, employment, and services in our older neighborhoods and districts.

POLICY 1.4.C: DOWNTOWN REVITALIZATION AND MIX OF USES

Encourage inviting public spaces at the street level to promote pedestrian activity.

Principle 3.2: Downtown Cheyenne will thrive as our community’s dynamic center.

FOUNDATION 3 – FOSTERING A VITAL ECONOMY AND ACTIVITY CENTERS

POLICY 3.2.C: DOWNTOWN PLACEMAKING

Support the development of community gathering places and a public realm in Downtown that are designed to provide opportunities for year-round activity and contribute to its sense of place. Landscape planters, public art, street trees, and other urban design elements are all important considerations.

Principle 3.4: Our commercial and mixed-use activity centers will be pedestrian-oriented, multimodal, and well-designed with public spaces.

POLICY 3.4.B: ACTIVITY CENTERS CIRCULATION AND ACCESS Provide clear, direct pedestrian connections through parking areas to building entrances and to surrounding neighborhoods or streets. Integrate main entrances or driveways with the surrounding street network to provide clear connections between uses for vehicles, pedestrians, and bicycles.

Considerations for Existing Activity Centers

While some existing Activity Centers in the Cheyenne Area are thriving, others will require significant reinvestment to help transition them from single-use, auto-oriented centers to the more compact, pedestrian oriented centers envisioned by the community as part of this Plan.

- Pedestrian linkages—Pedestrian linkages between existing centers and adjacent neighborhoods should be provided where they do not already exist, and enhancements to the streetscape and pedestrian areas would also be beneficial.

Transportation Plan

Structure

Directness

Provide and encourage direct pedestrian connections.

Design Principles

♣ Provide direct and visible pedestrian connections to transit, schools, activity areas, public facilities, and within neighborhoods.

Within the City's Unified Development Code, the following requirements are stated.

Appendix E

E-5 Site Designs General Connectivity Requirements

- In order to provide direct pedestrian connections to these adjacent destinations, the City may require additional sidewalks, walkways, or bike paths not associated with a street, the extension of a sidewalk from the end of a cul-de-sac to another street or walkway and/or connections between developments.
- Each development should provide and contribute to an on-site system of pedestrian walkways. To the maximum extent feasible, on-site walkways should provide the most direct access route between the intended points of travel. Specifically, pedestrian connections should be provided to and between the following points:
 1. The primary project entrance or entrances to each building housing a principal use,
 2. Any sidewalk or walkway on adjacent properties that extends to the boundaries shared with the development,
 3. Any public sidewalk system along the perimeter streets adjacent to the development site, existing or planned transit stations, shelters, stops and park-n-ride locations, and
 4. On-site amenities such as landscape/hardscape, benches, pedestrian lighting.
 5. All on-site and public sidewalks, pedestrian walkways, or trails should have and maintain a minimum unobstructed pathway width of at least 4.5 to 6 feet, and as otherwise specified by the street design standards.