

# Request for Proposals

June 2020



Solicited by the  
Cheyenne Metropolitan Planning Organization

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## **East Park Greenway Underpass and Drainage Plan at the Union Pacific Railroad**

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*Proposal Due: July 24, 2020*

Cheyenne Metropolitan Planning Organization  
Mailing Address - 2101 O'Neil Avenue  
Office Address – 615 W. 20<sup>th</sup> Street  
Cheyenne, Wyoming 82001  
(307) 638-4384

The Cheyenne Metropolitan Planning Organization (Cheyenne MPO) hereby requests professional services to develop a Greenway Trails and Dry Creek Drainage Plan in the vicinity of the Union Pacific Railroad and Whitney Road in Cheyenne, Wyoming. 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: Jillian Harris, Senior Planner  
Address: Cheyenne MPO  
2101 O'Neil Avenue, #110  
Cheyenne, WY 82001  
Phone: 307-638-4384  
Email: [jharris@cheyennemppo.org](mailto:jharris@cheyennemppo.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 July 24, 2020.

## **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 July 10, 2020. 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: Jillian Harris, Senior Planner  
Address: Cheyenne MPO  
2101 O’Neil Avenue  
Cheyenne, WY 82001  
Phone: 307-638-4384  
Email: [jharris@cheyennempo.org](mailto:jharris@cheyennempo.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**

July 2, 2020	Ad to Paper (In paper on July 5)
July 2, 2020	RFP Advertised on MPO Web Page
July 10, 2020	Deadline for Questions to be submitted
July 24, 2010	Proposals due from Consultants
July 31, 202	Review Committee selects Consultants for interviews (If necessary)
August 13 or 14, 2020	Interviews are held, and review committee completes final selection
August 26, 2020	Professional Services Agreement finalized with successful Consultant
September 9, 2020	Governing Body Deadline
September 14, 2020	Agreement placed on City Council Agenda
September 21, 2020	Agreement at Finance Committee
September 28, 2020	Agreement City Council Meeting: Agreement approved/disapproved.
September 29, 2020	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 `20 UPWP is \$60,769 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. The consultant should recognize and

prioritize the importance of remote meetings and remote public engagement, consistent with current best practices.

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 should consider that the need for public engagement may need to be done either partially or entirely virtually. 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: East Park Greenway and Drainage 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**

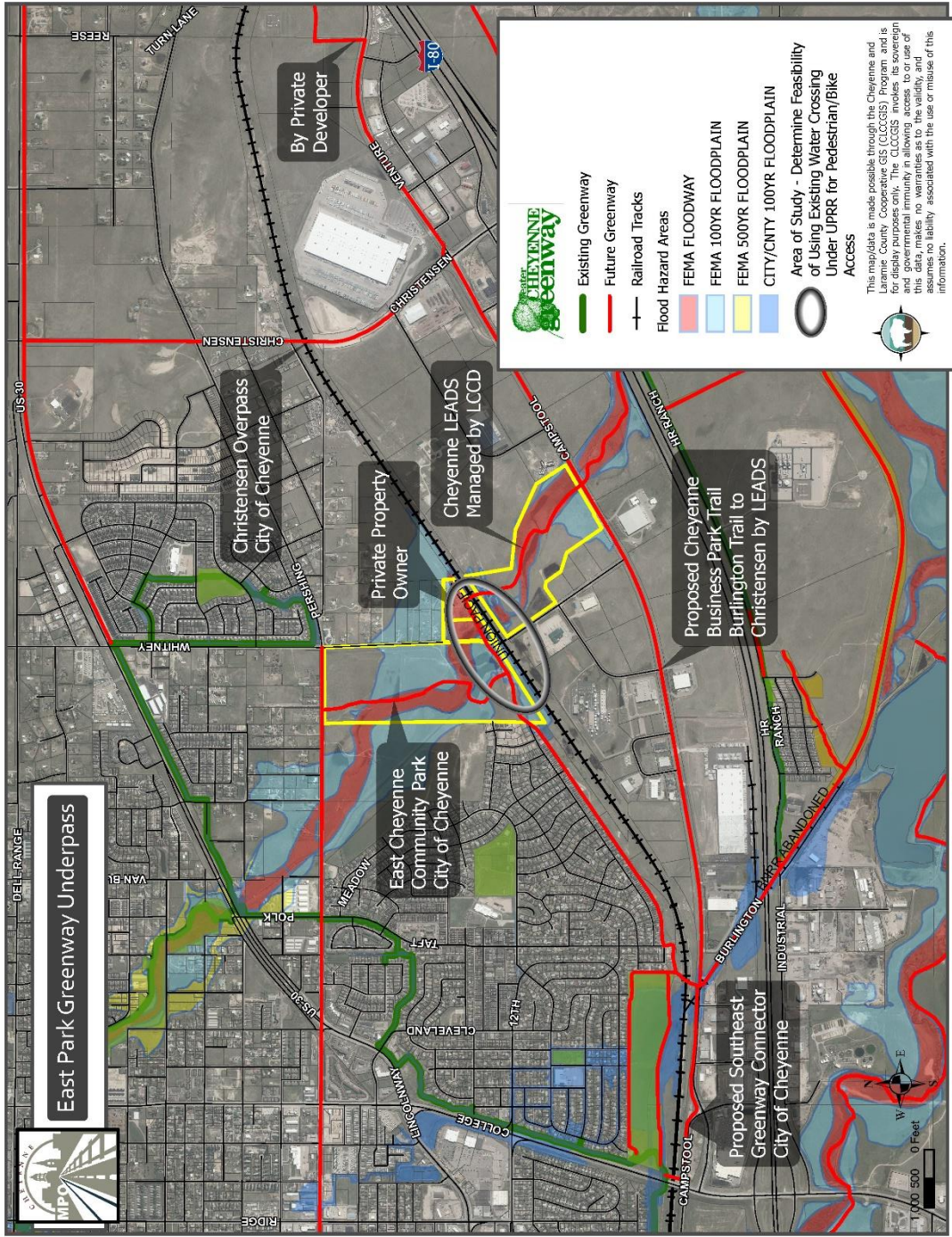
As the City of Cheyenne grows, the Greater Cheyenne Greenway should expand eastward with trail connectivity included in the planned East Cheyenne Community Park located at the SW corner of East Pershing and Whitney Road. Developing new connections, this plan will evaluate the design and construction feasibility of utilizing a historic underpass/culvert that would expand the Greater Cheyenne Greenway trail system to the south of the Union Pacific Railroad Tracks and provide much needed access for residents and employees to the Cheyenne LEADS Business Park and ultimately to the Laramie County Archer Complex. It is important to bring alternative modes of transportation to these growing activity centers in our community. Many City and County residents, both commuters and recreationalists, would use a safe pathway from East Pershing Boulevard to the Archer Complex if it were available. Prior to the development of the Greenway path connections, the construction of new water conveyance/underpass(es) need to be analyzed and planned. New and improved drainage structures crossing the UPRR will provide improved flood mitigation to surrounding properties, potentially reduce the buildup of water along the north side of the Union Pacific Railroad embankment. Additionally, if more land is removed from the flood plain north of the UPRR tracks, there is potential of making more land capable of development in the area. This plan will lay out a 35% conceptual design and explore the feasibility of constructing replacement culverts to mitigate flooding in and around the drainage channel of Dry Creek between East Pershing Blvd., and into and through the East Cheyenne Community Park. Once the drainage needs are planned, then the current drainage culvert under the UPRR tracks can be planned for a bicycle/pedestrian underpass, as part of the Greater Greenway expansion southeast into Cheyenne LEADS/LCCD Open Space, and beyond including the Archer Complex.

## **Project Overview**

- Feasibility of constructing additional drainage culverts through UPRR embankment in the vicinity of Whitney Road to alleviate run-off from northern properties/developments adjacent to Dry Creek.
- Leverage existing drainage culvert as a Greater Cheyenne Greenway underpass to provide connectivity to Cheyenne LEADS Business Park, Cheyenne LEADS Open Space, the proposed County Conservation District Office and Classrooms and ultimately to the Laramie County Archer Complex.
- Allow for ultimate construction of greenway trail extension as part of the eastern community park and provide additional access to surrounding developments.



# Project Area





## Existing Conditions

Situated on the southern portion of the proposed East Cheyenne Community Park, at the SW corner of East Pershing and Whitney Road lies the mainline of the Union Pacific railroad tracks. The railroad tracks separate the new park property from the Cheyenne LEADS Business Park which also includes open space. The 65-acre open space in the LEADS Business Park, east of Whitney Road and north of Campstool Road, is going to be the future home of the Laramie County Conservation District (LCCD). The 105-acre City East Park property is home to a water quality feature that has supported flood mitigation and water quality in the area for the past 10 years. New development northwest of the property contributes to the expanse of the 100-year floodplain laying on private properties between East Pershing and the UPRR. The UPRR railroad embankment southeast of the park “dams” the Dry Creek channel contributing to the sizable flood plain. Thorough discussion with the Union Pacific Railroad Company, Cheyenne LEADS, LCCD, Laramie County, and City Engineering and Planning as well as the private property owners directly northeast of the existing drainage culvert will be required for this project. The project will analyze the best placement and size for additional drainage culvert(s) and provide the best route to gain access to the existing historical drainage culvert envisioned to be used for the Greenway bike and pedestrian underpass. All proper path alignments and easements will need to be determined. The project area map shows the connection to existing and conceptual proposed Greenways, as well as surrounding property owners, that will be affected by this new path alignment and underpass. Coordination with Laramie County officials, adjacent property owners, and the railroad company will be critical. Recommended locations for the additional drainage culverts will be selected following the review of existing drainage studies and hydraulic analyses and coordination and discussion with stakeholders. Final 35% 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](http://www.laramiecounty.com/_departments/PlanningDevelopment/archer.aspx)
- *Cheyenne Area On-Street Bicycle Plan and Greenway Plan Update*, 2012 Alta Planning + Design  
<http://www.plancheyyenne.org/mpo-project/cheyenne-area-on-street-bicycle-plan-and-greenway-plan-update/>

### Planning Tasks

1. Review all previous Greater Cheyenne Greenway, trails, and other plans completed for the proposed area.
2. Contact and coordinate as necessary with all property owners within the area including Union Pacific Railroad, utility companies, city, state agencies and Laramie County. Consultant should have experience communicating and coordinating with the Union Pacific Railroad. While we are not expecting UPRR acceptance and by-off, UPRR needs to be made aware of the proposed project, so that the process to move forward with final design and construction is known.
3. Contact and coordinate discussions with Federal Emergency Management Agency (FEMA) as needed for floodplain issues. Ensure discussions result in a clear path forward in relocating the crossing and

identifying each step of the process the City will need to follow in order to successfully coordinate with FEMA.

4. Contact and coordinate with US Army Corp of Engineers regarding any necessary permitting for wetlands cut and fill, and potential mitigation as needed.
5. Identify potential locations and the appropriate sizing for additional drainage culverts beneath railroad ROW.
6. Conduct drainage and hydraulic analysis and provide conceptual grading.
7. Perform geotechnical analysis of any areas identified for underpass tunnels/approaches.
8. Identify any property where the City will need to obtain access easements or property acquisition and provide maps.
9. Contact City Community Recreation and Events Department and Parks and Greenway Planner to understand East Park Plans, alignments, assess issues and maintenance.
10. Include design and safety recommendations for grade-separated and or at-grade crossings of public or private roads on the project.
11. Statement on the plan set that the centerline grade for trails will not exceed 5% grade.
12. Conduct title research, as necessary. This plan shall include a cursory review of necessary environmental assessments due to the project's location in park land and wetlands. Determine appropriate environmental assessments and approvals for future consideration by the City as the project moves into final design and pursues federal funding and other potential grants.
13. Provide preliminary cost estimates to include ROW acquisition and engineering.
14. Prepare plan/design sheets to the 35% 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. During the plan development the

consultant shall plan on two presentations to both the MPO Citizens' Advisory Committee, Technical Committee. Also plan on up to two presentations to the Greenway Advisory Committee. During the adoption process plan on presentations to the City and County Planning Commissions, the County Commissioners, the City Public Service Committee and Governing Body and the MPO Policy Committee.

## **Deliverables**

- Analysis of design alternatives including stormwater basin impacts
- 35% 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.
- Three copies of the Draft and ten copies of the Final Reports with electronic files
- Cost estimates