

# Request for Proposals

August 2020



Solicited by the  
Cheyenne Metropolitan Planning Organization

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## Converse Avenue Reconstruction Plan

*Proposal Due: September 4, 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

August 14, 2020

The Cheyenne Metropolitan Planning Organization (Cheyenne MPO) hereby requests the professional services to develop thirty-five percent design plans for the reconstruction of Converse Avenue. 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, one (1) PDF file of the proposal emailed to the MPO contact, and one (1) 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  
[www.plancheyenne.org](http://www.plancheyenne.org)  
Phone: 307-638-4384  
Email: [jharris@cheyennempopo.org](mailto:jharris@cheyennempopo.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 and interview up to three consultants from those responding to this request. The Cheyenne MPO will consider responses received by 4:00 p.m. Mountain Time on September 4, 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 familiarity with the project area. The proposer is expected to thoroughly review all data submitted and identify potential problems that may arise during the project. The proposer shall formulate and describe a public involvement process that fits a project like this.
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 on the project team.
  - a. Consultants that are Disadvantaged Business Enterprises (DBE; Minority, Women owned or Veteran Business Enterprises) should be identified.
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 modified 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.
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 and base hourly rates for all consultants and subs 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 the MPO at any time prior to noon on August 26, 2020. Any written question by 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 will be placed only on the MPO webpage. Any or all changes, additions, or clarifications about this RFP shall be issued by the MPO in the form of written addenda and placed on the MPO webpage. It is the responsibility of the proposers to find any addendums on the MPO webpage. No technical assistance shall be given by the MPO to any proposer in preparation of its proposal. 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. Then 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*)**

<b>Advertisement for RFP sent to Paper</b>	August 12, 2020
<b>RFP on website</b>	August 14, 2020
<b>Legal Ad in Paper</b>	August 15, 2020
<b>Deadline for Questions</b>	August 26, 2020 - Noon
<b>RFP due</b>	September 4, 2020 – 4:00 PM
<b>Select the consultants to be interviewed</b>	September 11, 2020
<b>Interviews to select Consultant</b>	September 24, 2020
<b>Contract from Consultant</b>	October 2, 2020
<b>Contract Deadline to City Clerk</b>	October 21, 2020 noon
<b>Introduced to Governing Body</b>	October 26, 2020
<b>Finance Committee</b>	November 2, 2020
<b>Contract Approved at City Governing Body</b>	November 9, 2020
<b>Notice-to-Proceed issued by MPO if Agreement was Approved</b>	November 10, 2020

#### **COST**

Cheyenne MPO has \$90,000 budgeted for this project in FY '20. The MPO reserves the right to amend the budget, as necessary. The final budget will depend upon the specific and final Scope of Work and the negotiated fee schedule. If the consultant feels that portions of the work could be done by others, the suggestions should be mentioned in the section of the Proposal dealing with Modifications to the Scope of Work.

## EVALUATION CRITERIA

### WEIGHTED SCORING CRITERIA

<b>PROJECT: Converse Avenue Reconstruction Plan</b>				
<b><u>CRITERIA</u></b>	<b><u>DESCRIPTION</u></b>	<b><u>WEIGHT</u></b>	<b><u>SCORE</u> <u>(0 - 10)</u></b>	<b>TOTAL</b>
<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.	<b><u>10</u></b>		
<b>Written Proposal quality</b>	Readability, completeness, brevity, and organization of the written proposal.	<b><u>10</u></b>		
<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.	<b><u>9</u></b>		
<b>Performance on past projects</b>	Success on previous projects in the way of project quality, budget, schedule and cost control.	<b><u>9</u></b>		
<b>Project innovations</b>	Ideas or suggestions to improve the schedule, feasibility, cost savings and/or scope of the project.	<b><u>8</u></b>		
<b>Familiarity with project</b>	Knowledge of project background, needs, goals, limitations, and special considerations.	<b><u>8</u></b>		
<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.	<b><u>7</u></b>		
<b>Adequate resources</b>	Sufficient available staff and equipment to complete the proposed work within the requested time frame.	<b><u>7</u></b>		
<b>Equal opportunity</b>	Consultant's record on affirmative action and response to relevant policies regarding minorities, women and disadvantaged business in employment contracts.	<b><u>5</u></b>		
<b>Total</b>				

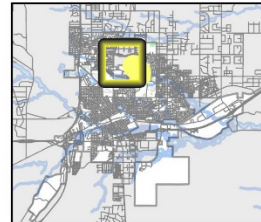


## Converse Avenue Drainage & Reconstruction

### Legend

- Converse Ave - Project Area
- Platted Info - Blocks/Lots/ROWs
- Street Centerlines
- Creeks
- Greenway Centerlines
- Greenway Future Centerlines
- County Jurisdiction
- Flood Hazard Areas**
- FEMA FLOODWAY
- FEMA 100YR FLOODPLAIN
- FEMA 500YR FLOODPLAIN
- CITY/CNTY 100YR FLOODPLAIN

### Overview Map



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

Date: 8/5/2020



## GENERAL CONDITIONS

The following items are considered to be included as part of the basic compensation for this project as required:

- Normal business expenses – phone, postage
- Cost of insurance
- In-house computer time and service
- Word processing, accounting and person-hour records
- Permits and license fees
- Mileage
- Travel fees, room and board, per diem
- Printing costs for all standard review plans and other correspondence and contract documents
- Film and processing
- All sub consultants' fees at cost

## PURPOSE AND NEED

The MPO recently completed a plan called the “*Converse/Dell Range Intersection Traffic Safety Plan & Converse Avenue 35% Design Plan*” in December 2017, with assistance by HDR. <https://www.plancheyenne.org/project/conversedellrange/>.

Since this plan was adopted, there have been new and increased housing development plans that will impact Converse more than originally expected. The Travel Demand Forecast Model has been updated for the *Connect 2045 – PlanCheyenne Master Transportation Plan Update*, providing new traffic forecasts for determining future right-of-way and street cross section needs. Private accesses and considerations of traffic control also need more study and attention to address the anticipated increase in vehicle volumes in this corridor.

The presence of a drainage swale on the west side of the corridor, north of the Post Office presents challenges to right-sizing the southern portion of the corridor to match the cross-section of Converse north of Carlson. Analyzing and addressing this drainage structure will support the reconstruction of the corridor.



The emphasis of the 2017 study was to plan for the redesign of the Converse Avenue and Dell Range Boulevard intersection. This study will not review that intersection at this time, as the City is currently placing high priority on the reconstruction of Converse north of Dell Range to Carlson. The Dell Range and Converse intersection reconstruction option has not yet been selected and there are no funds at this time to pursue that project.

## PROJECT AREA DESCRIPTION

The city's *Surface Transportation Program – Urban (STP-U)* reconstruction project built Converse from Storey Blvd south to Ogden in 2000. South of Ogden, Converse was never fully completed and is deteriorating. The City of Cheyenne now intends to reconstruct the road, as part of the Connect 2045 *PlanCheyenne*, to address the above-mentioned challenges and match and/or expand the cross section of the northern portion of the corridor. The road reconstruction project will include the continuation of the Greenway on the west side of Converse from north of Grandview to Mason Way. Appropriate sidewalks along Converse need to be included and planned throughout the entire corridor. Considerations for all modes of travel along and across this corridor shall be considered. The existing Converse roadway section is a three lane 35 ft. wide paved section with curb and gutter on the east side with a large swale on the west side. Construction of the Greenway extension and other improvements will likely require placing this swale underground in a storm sewer.



There is a bank of culverts for Dry Creek that would restrict widening the corridor north of Dell Range and south of Mason Way. However, the culverts can be lengthened to accommodate a wider roadway as needed and if deemed appropriate.





The current (2019) traffic count on this portion of Converse is 10,260 vehicles per day. Traffic counts for local streets in this vicinity are as follows: Point Bluff (2020) 2,982 vehicles per day and Mason Way (2016) 3,817 vehicles per day.

## EXISTING DOCUMENTS

The Cheyenne MPO Office can provide recent traffic and crash data, future traffic projections, aerial photography, GIS layers reflecting zoning, land use and, City water and sewer, etc. Plans and reports that are relevant to this study and can be accessed at the MPO office include:

- Current traffic counts
- Crash Reports
- City of Cheyenne Unified Development Code
- *Scenic Development Traffic Impact Study*, Sustainable Traffic Solutions, December 2014
- *Dell Range Boulevard Corridor Study*, Powderhouse to College Drive, Ayres Associates, November 2015, found at <http://www.plancheyenne.org/dell-range-corridor-study/>
- *Converse/Dell Range Intersection Traffic Safety Plan & Converse Avenue 35% Design Plan*, HDR, December 20, 2017
- *PlanCheyenne 2014*, Cheyenne MPO
- *Cheyenne Metropolitan Area Pedestrian Plan and Safe Routes to School Plan*
- *Cheyenne On Street Bicycle Plan*

## CONSULTANT INVOLVEMENT

The consultant will hold meetings as needed with the Project Steering Committee, Stakeholders consisting of but not limited to: City Planning, Public Works and Engineering, WYDOT and MPO during the course of 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. Throughout the project, the selected Consultant shall periodically meet with the MPO /City Engineering/Public Works/ WYDOT staff.

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, and 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 in the neighborhoods adjacent to obtain public input and will involve advertisement and active solicitation. (See the Public Involvement Section below) Before presentations of the final document to the City Governing Body, the consultant will present at meetings with the MPO Technical, Citizen's Advisory Committee, and City Planning Commission.

The consultant will be responsible for miscellaneous copies for review to MPO/Engineering and Steering Committee as needed throughout the project.

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."*

## **PROJECT OVERVIEW**

- Develop a 35% design plan for the storm water drainage of the Converse corridor between Carlson Avenue and Dry Creek.
- Develop a 35% design plan for the reconstruction of Converse Avenue between Carlson Avenue and Dell Range for all modes.

## PLANNING TASKS

- Frontier Ridge Apartments plans to construct approximately 650 apartments on the west side of Converse off Carlson. This and other future developments in Section 20 will generate substantial traffic. This study will determine the appropriate lane configuration and/or traffic control on Converse between Carlson and Dell Range.
- South of Carlson, there are two street intersections on the northeast side of Converse: Ogden and Point Bluff. Studies shall be done to determine which, if any, of these three-legged intersections should be signalized. The City has collected traffic counts and turning movement counts at these intersections to share with the selected consultant.
- Review the possibility of extending Apache Street west to Converse and determine if there is a traffic and neighborhood connectivity benefit to do so.
- Cheyenne UDC Article 4: Intersection spacing for a minor arterial is 660' with the distance between signals being 1320'. Current local spacing within the project area are below:
  - Dell Range to Mason Way - 630 ft.
  - Mason Way to Point Bluff - 876 ft.
  - Point Bluff to Carlson - 1711 ft.
  - Ogden to Carlson - 725 ft.
- At this time, the City believes that a traffic signal will soon be warranted and built at Converse and Carlson. Forecast when this signal will be warranted. Plan for the appropriate lane configurations and traffic design.
  - Determine if any other signal should be placed and warranted between Dell Range and Carlson.
- Review the intersections of Grandview Avenue and Briarwood Lane to determine if changes could be made to improve traffic circulation and safety of these intersections with Converse.
- Review the U.S. Post Office access points to determine if changes could be made to improve traffic circulation and safety of these intersections for the large freight trucks and Post Office employees and patrons.
- Review and make recommendations for the two accesses that are just south of Dry Creek on the east and west sides of Converse.
  - The access on the east side is to a commercial rental business at the corner and to the Cold Stone Ice Cream and AAA Office. This small “back-side alley access” is complicated and needs improvements. Consider potential right-of-way needs for Converse for this section and the northeast corner radius of Dell Range and Converse. Redesign will be considered.
  - The access on the west side on the backside of Aspen Ridge Plaza is an out-only. Determine if traffic improvements can be made.
- Determine the 25-year typical sections and alignments of Converse from Dell Range to Carlson, including approaching roadway and access tie-ins, for immediate reconstruction.

- Are additional lanes needed on the north leg of the Dell Range intersection for either south-bound or north-bound traffic?
  - Include the appropriate width of the Dry Creek Bridge. Are additional lanes needed? If more are needed, how shall the Dry Creek structure be widened?
  - How many travel lanes are needed between Mason Way and Carlson? If there are lane transitions, where do the transitions occur?
  - Plan and Profile Sheets are expected and will be based on survey data obtained from the site.
- Determine the needs and 35% designs for storm water drainage along Converse from Carlson to Dry Creek. How will the drainage and road interface?

## **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 to achieve neighborhood support and consensus between stakeholders and the determination of a recommended and accepted course of action. A minimum of two public open house meetings and various other public outreach techniques will be used to gather feedback and inform the public of the project. Consultants shall design all digital and traditional advertising materials for the project, as well as produce all meeting materials, and provide these materials and public engagement results to staff, for use on the MPO website and other associated social media platforms including Facebook. Consultants will work closely with a project Steering Committee made of technical staff from the City, MPO and other neighborhood business reps. 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/Steering team. During the plan development the consultant shall plan on two presentations to both the MPO Citizens' Advisory Committee and the Technical Committee. During the adoption process, the consultant shall also plan on presentations to the City Planning Commission, the City Public Service Committee and Governing Body and the MPO Policy Committee.

**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 Body 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 and electronic copies for public participation efforts that may possibly include postcards, newspaper advertisements, and social media, among others.
2. Displays for staff, steering 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 several days prior to meetings and summaries of surveys promptly upon completion.
3. Summary of all public meetings and steering committee meetings will be produced within a week of the event.
4. PowerPoint presentations given to meetings, and a text summary of all meetings for the MPO website.
5. Thirty-five percent (preliminary) plan and profiles for the roadway, needed rights of way, utilities and drainage considerations of Converse Ave. from Carlson Ave. to Dell Range.
6. Cost estimates for preliminary construction, Rights of Way acquisitions and drainage improvements for the project.
7. Documentation of progress shall be included with every invoice.
8. Electronic copies of all documents, images, photos, draft plans and final plans.