

# Request for Proposals

November 2020



Solicited by the  
Cheyenne Metropolitan Planning Organization

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## Walterscheid Boulevard Reconstruction Plan

*Proposal Due: December 11, 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

November 18, 2020

The Cheyenne Metropolitan Planning Organization (Cheyenne MPO) hereby requests the professional services to develop thirty five percent design plans for the reconstruction of Walterscheid Boulevard. The consultant will conduct all the tasks identified in the attached scope of work. Qualified firms are invited to submit at their own expense a letter of interest, four (4) 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  
Fax: 307-637-6308  
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 December 11, 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. If a firm has a current overhead audit with WYDOT or another state DOT, those audited rates should be proposed.

**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 December 2, 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 placed on the MPO webpage by end of day Friday, December 4. No technical assistance shall be given by the MPO to any proposer in preparation of its proposal.

Any or all changes, additions, or clarifications about 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*)**

|                                           |                            |
|-------------------------------------------|----------------------------|
| RFP on Website                            | November 20, 2020          |
| Legal Ad in Paper                         | November 20 or 21, 2020    |
| Deadline for Questions                    | December 2, 2020           |
| Answers to Questions                      | December 4, 2020, 5:00 PM  |
| RFP Due (Delivered only to City Mailroom) | December 11, 2020, 4:00 PM |
| Select Consultants to be interviewed      | December 18, 2020          |
| Virtual Interviews held                   | December 29-30, 2020       |
| Contract from Consultant                  | January 8, 2021            |
| Contract Deadline to City Clerk           | January 20, 2021           |
| Introduction to Governing Body            | January 25, 2021           |
| Finance Committee                         | February 1, 2021           |
| Contract Approved at City Governing Body  | February 8, 2021           |
| Notice-to-Proceed issued by MPO           | February 9, 2021           |

### **COST**

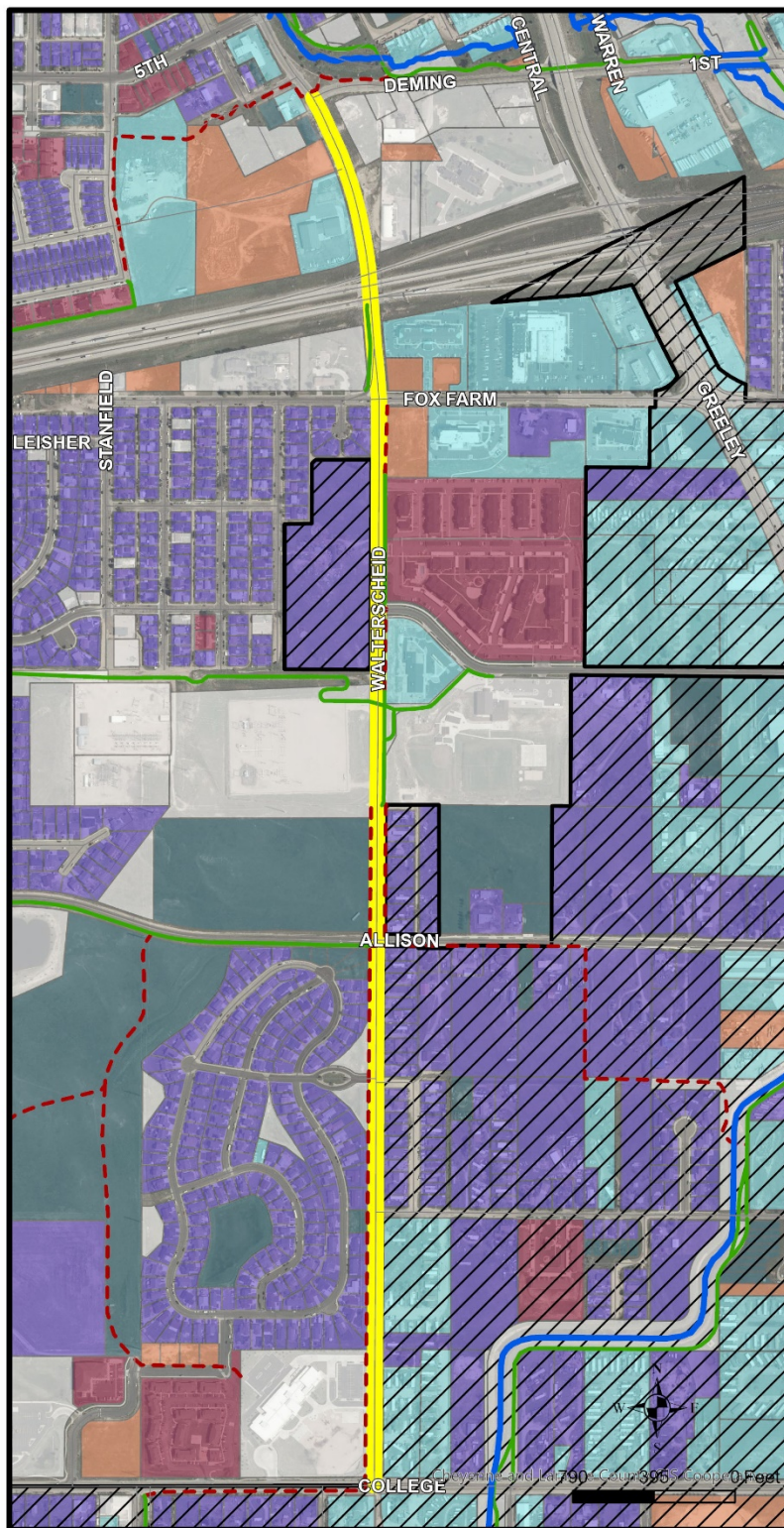
Cheyenne MPO has \$65,000 budgeted for this project in FY '21. The MPO reserves the right to amend the budget, as necessary. The final budget will depend upon the specific and final Scope of Work and the negotiated fee schedule. If the consultant feels that portions of the work could be done by others, 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: Walterscheid Blvd Reconstruction Plan</b> |                                                                                                                                                                                                                                     |                      |                                         |              |
|-------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------|-----------------------------------------|--------------|
| <b><u>CRITERIA</u></b>                                | <b><u>DESCRIPTION</u></b>                                                                                                                                                                                                           | <b><u>WEIGHT</u></b> | <b><u>SCORE</u><br/><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>10</b>            |                                         |              |
| <b>Written Proposal quality</b>                       | Readability, completeness, brevity, and organization of the written proposal.                                                                                                                                                       | <b>10</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>9</b>             |                                         |              |
| <b>Performance on past projects</b>                   | Success on previous projects in the way of project quality, budget, schedule and cost control.                                                                                                                                      | <b>9</b>             |                                         |              |
| <b>Project innovations</b>                            | Ideas or suggestions to improve the schedule, feasibility, cost savings and/or scope of the project.                                                                                                                                | <b>8</b>             |                                         |              |
| <b>Familiarity with project</b>                       | Knowledge of project background, needs, goals, limitations, and special considerations.                                                                                                                                             | <b>8</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>7</b>             |                                         |              |
| <b>Adequate resources</b>                             | Sufficient available staff and equipment to complete the proposed work within the requested time frame.                                                                                                                             | <b>7</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>5</b>             |                                         |              |
| <b>Total</b>                                          |                                                                                                                                                                                                                                     |                      |                                         |              |





## Walterscheid Blvd Corridor Project

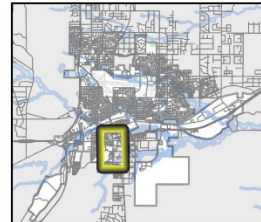
### Legend

- Walterscheid Blvd - Project Area
- Greenway Centerlines
- - - Greenway Future Centerlines
- Creeks
- County Jurisdiction

### Current Land Use

- Com Vacant Land
- Commercial
- Exempt
- Multi-Use
- Res Vacant Land
- Residential

### 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: 10/22/2020

## **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
- All sub consultants' fees at cost

## **PURPOSE AND NEED**

Walterscheid Boulevard is in southwest Cheyenne and is a major north-south collector. It begins at Deming Drive next to Crow Creek and provides connectivity from the Original City neighborhoods north of I-80 and the Arp Subdivision neighborhood south of I-80 to the west and the county Allison Tracks neighborhood to the east. It also runs parallel to Parsley Boulevard, a collector a mile to the west with similar features and challenges. The street continues south crossing underneath three bridge decks of Interstate 80, to include the main line and a west bound on-ramp.

Continuing south, Walterscheid intersects with the collectors of Fox Farm Road and West Allison along with other local streets. Eventually, Walterscheid ends at West College Drive where development continues to grow amongst the older, established neighborhoods and businesses.

The condition of the road is generally acceptable and is rural in character and does not accommodate other modes of travel with dedicated facilities for pedestrians or bicycles. ADA accommodations are also absent or inconsistent along the corridor and at the intersecting local roads. While there are sidewalks along the corridor, they are inconsistent in location and design. Bicycle facilities occur at the Greenway Trail underpass near Jefferson and run behind the Wyoming Head Start and Boys and Girls Club.

The main obstacle for the conversion of Walterscheid to an urban “Complete Street” is the changing jurisdiction between the City of Cheyenne and Laramie County, as well as the numerous driveways throughout the corridor. Additionally, the corridor currently does not have sufficient width for sidewalks or bike infrastructure. A Cheyenne Transit route can be found on a short segment of the corridor and is lacking proper transit stop facilities as well.

Drainage also poses challenges in terms of maintenance and providing bicycle and pedestrian infrastructure. The anticipated development of an additional 350 housing units at the northwest corner of the Walterscheid/W. Allison intersection will not only increase traffic to the corridor but also be impactful to drainage infrastructure south of the intersection.

There is no funding identified at the present time to reconstruct this corridor, however the need has been identified for some time. It is the intention of this project to develop a plan that assures this collector is not only upgraded to a minor arterial, but that it safely encourages and accommodates multimodal travel to the neighborhoods, industrial areas, and the many LCSD#1 schools that are nearby.

The consultant will evaluate and recommend a new cross section and other design solutions that can address these problems. Any proposed designs or changes to the right of way shall not impede snow removal, street sweeping, trash removal services or other maintenance operations. A conceptual intersection design to address travel demand at Walterscheid and Fox Farm Road has previously been discussed and addressed by the City of Cheyenne's Engineering department.

As growth continues in south Cheyenne, traffic on this road will increase. This plan will recommend future needs for Walterscheid Boulevard. After thorough City/County/MPO staff and public input, the consultant will provide thirty-five percent design recommendations for implementation on Walterscheid Blvd.

## **PROJECT AREA DESCRIPTION**

Walterscheid Boulevard is a 1.3-mile-long collector that provides north-south connectivity to Southwest Cheyenne. Currently it is a two-lane road with utility lines on the west side of the corridor. The speed limit varies between 30 and 35 miles per hour, with a school zone located at W. College Drive for Rossman Elementary School. There is a school crosswalk approximately 330 feet north of College Drive. The current southern terminus of Walterscheid Blvd. is W. College Drive. South of College Drive, the street becomes Division Avenue. The MPO recently prepared a plan for Division and can be reviewed at: <https://www.plancheyenne.org/project/division-avenue/>. This project's limit is between Deming Drive and W. College Avenue.

A little over 900 feet from its beginning at the Walterscheid/Deming intersection, it crosses beneath Interstate 80. Sidewalks and bike facilities are non-existent beneath the three interstate bridges and inconsistent throughout the corridor, although this corridor has plenty of pedestrian generators and destinations. The ability to provide continuous sidewalks along the corridor are impacted by drainage swales and utility lines that sit directly west of the corridor.





Zoning along Walterscheid Boulevard varies. The zoning is predominantly residential and commercial, parts of which are in Laramie County's jurisdiction. The roadway centerline serves as the jurisdictional boundary between Laramie County and the City of Cheyenne, from W. Allison to W. College. This changing boundary has created challenges to roadway maintenance.

In addition to residential neighborhoods lining the corridor, there are six educational institutions within a half-mile radius of the corridor. Many of these are connected to one another by way of the Greater Cheyenne Greenway.

The Greater Cheyenne Greenway begins at Parsley and as it heads east, it connects to three public schools before crossing beneath Walterscheid approximately 450 feet south of Jefferson. It continues east behind the Wyoming Head Start and the Boys and Girls Club. While it terminates shortly after the underpass, there is opportunity to provide additional connectivity to the rest of South Cheyenne and the Greenway Trail as it heads east to Laramie County Community College (LCCC).



The Cheyenne Transit Program south fixed route serves only a one-block stretch of the corridor. The South route bus comes from the east on Jefferson, turns south on Walterscheid and then west

on Allison before continuing its clockwise route to service the entire South Cheyenne community. There are no bus stops along Walterscheid; the closest bus stop is located on Jefferson just east of Walterscheid.

## EXISTING DOCUMENTS

The Cheyenne MPO Office can provide to the selected consultant recent traffic and crash data, future traffic projections, aerial photography, GIS layers reflecting zoning, land use and, Board of Public Utilities (BOPU) and South Cheyenne Water and Sewer District data, et cetera. 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
- *PlanCheyenne 2014*, Cheyenne MPO
- *Fox Farm Road Corridor Plan*
- *West Allison Road Corridor Plan*
- *Division Avenue and Wallick Road*
- *Parsley Plan*
- *Cheyenne Metropolitan Area Pedestrian Plan and Safe Routes to School Plan*
- *Cheyenne On Street Bicycle Plan and Greenway Plan Update*
- *2007 Greenway Extensions 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, County Public Works and Planning, 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's Technical, Citizen Advisory, and Policy Committees, City Planning Commission and possibly the County 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 reconstruction and widening of Walterscheid Boulevard between Deming Drive and West College Drive for all modes.

## **PLANNING TASKS**

- Review PlanCheyenne/Connect 2045 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. The consultant will fully organize the project and develop the concept plan for the study area. This will involve discussions with adjacent property owners, Laramie County Public Works and Planning, the Laramie County School District, City Engineering, Public Works, and Planning Departments, Cheyenne Transit staff and WYDOT.
- Obtain the "As-constructed" plans for the (3) three I-80 bridge structures over Walterscheid Blvd. Review, coordinate and collaborate with the WYDOT Bridge Program and WYDOT to identify the potential to either modify the structures to accommodate a roadway widening or document any future programmed rehabilitation or reconstruction.
- Research and document all known dry or wet utilities within the study area including, but not limited to, the Board of Public Utilities Southern Water Main Extension and proposed sewer main extensions. Contact all known dry and wet utility companies for anticipated projects and future requirements on the corridor. Create a checklist of considerations and assumptions relating to known utility infrastructure adjacent to and within the Walterscheid Blvd. right of way.
- Evaluate traffic safety throughout the Walterscheid Boulevard project study area between Deming Drive to W. College Drive including driveway access realignments, modifications, or consolidations; 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 phased improvements based on 5, 10, and 20-year traffic forecasts. It will be a benefit for the consultant to be experienced in all traffic control and intersection options including modern roundabouts. The consultant shall identify specific constraints and recommended solutions to mitigate Walterscheid's transition from a collector to minor arterial.

- Perform a traffic analysis study to develop projected volumes, lane configuration, and traffic control along the Walterscheid Blvd. corridor based on MPO TransCAD model. Develop conceptual design alternatives for the corridor and four (4) primary intersections to include Deming Drive, Fox Farm Road, Allison Road, and College Drive. The study will include the following additional tasks:
  1. Traffic Data Collection
    - a. Daily Volumes and Speeds. Daily volume, speed, and classification data will be collected at the following locations for 24-hours on an average weekday. The classification data will include passenger vehicles, trucks and busses.
    - b. All approaches to Walterscheid Boulevard at all intersections and accesses along the corridor.
    - c. Locations along the corridor to be determined by the design team.
  2. Peak Hour Turning Movement Count Data. Turning movement count data will be collected at Walterscheid Boulevard at College Drive, Allison Road, Fox Farm Road, and Deming Drive during the morning, noon, and evening peak hours of an average weekday. The turning movement count data will include vehicular, bicycle, and pedestrian traffic.
  3. Crash Analysis. A crash study will be performed to identify patterns along the corridor. Potential solutions will be developed to reduce the number of crashes along the corridor. Crash data shall be obtained from WYDOT and the MPO.
  4. Develop Future Volumes. Projected daily and peak hour traffic volumes will be developed using the output from the MPO TransCAD model and any updated land use plans adjacent or impacting the corridor at the time of development of the study.
  5. Short Term Improvements. Short term improvements will be determined to reduce crashes and improve existing operational issues.
  6. Long Term Improvements. The long-term improvements including lane configuration and traffic control will be determined for key intersections and links along the corridor. Intersection configuration and traffic control options will be determined based on opportunities at each intersection, stakeholder input, and sound engineering judgment. A level of service (i.e. LOS) analysis using appropriate software shall be performed to compare various options.

- Evaluate drainage constraints, impacts, and proposed mitigation solutions throughout the Walterscheid Boulevard project study area between Deming Drive to W. College Drive to include the following anticipated tasks:
  - As a part of the planning document, prepare a drainage analysis summary per the written requirements of the City of Cheyenne/Laramie County. This study will be limited to the following:
    1. Identification of the major tributary basin areas within the corridor limits. Basin areas will be developed using electronic contours (Compatible with AutoCAD) furnished by the MPO.
    2. Preliminary engineering capacity design calculations for pipes and drainage conveyance elements within 400' of the (4) four major intersection identified for 35% plans using the initial and major storm runoffs and proposed drainage improvements (i.e. replacement of approach pipes and roadside ditch improvements, street capacity, and/or storm sewer) adjacent to Walterscheid Blvd. No analysis of any offsite culverts, storm drains, or subdivision drainage elements are anticipated at this time.
    3. Developed a constraints analysis and improvement plan map of the corridor depicting existing drainage issues and potential proposed improvements.
    4. Develop a conceptual proposed drainage master plan limited to the Walterscheid Blvd. corridor from Deming Drive to College Drive including possible locations of regional detention facilities.
- Develop and incorporate detailed conceptual plans, 35 percent level preliminary improvement plans (i.e. cover sheet, plan and profile sheets, typical sections, recommended intersection geometric layout details, and roadway cross sections) for long term improvements of traffic operations around the study area. The four major intersections include College Drive, West Allison Road, W. Fox Farm Road, and Deming Drive.
 

Accommodations for all modes of travel should be considered, with the preservation and expansion of the Greenway Trail prioritized for bicycle and pedestrian accessibility and connectivity. Because of the proximity of the four schools, Boys & Girls Club, Wyoming Head Start, a transit route on a portion of the corridor, and an increase in residential units adjacent to the corridor, it is essential for this corridor to provide accessible and safe pedestrian and bicycle facilities.
- Develop detailed cost estimates for the recommended corridor improvements that would include corridor-related drainage needs, landscaping, right-of-way costs, and other conceptual design elements. While working with the City/County/MPO staff, variations to the plan may be made to provide flexibility or more closely match expected construction budgets. Consequently, these items may be broken into alternate bid items or

phases to clearly illustrate the costs of including all or part of these elements with the reconstruction of the corridor. The Consultant shall clearly identify any property that will need to be acquired for the recommended solutions.

- Develop a map and make recommendations for jurisdictional changes throughout the corridor, if appropriate, and include current right-of-way ownership.

## **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. Consultants will work closely with a project Steering Committee made of technical staff from the City, County, WYDOT, and the MPO. 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 and the Technical Committee. During the adoption process, the consultant shall also plan on presentations to the City Planning Commission, the County Commissioners, 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 five (5) hard copies of the preliminary draft report. The consultant will be responsible for providing up to five (5) 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. The number of hard copies provided by the consultant may change but will not exceed the amount listed above.

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. Power Point presentations given to ALL 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 Walterscheid Blvd. from Deming Drive to W. College Drive.
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.