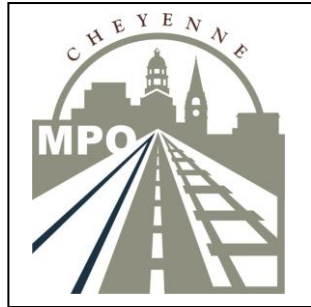


Request for Proposals

April 2022



Solicited by the
Cheyenne Metropolitan Planning Organization

Powderhouse Road Corridor Plan

Proposal Due: May 2, 2022



Cheyenne Metropolitan Planning Organization
Mailing Address - 2101 O'Neil Avenue, #110
Cheyenne, Wyoming 82001
(307) 637-6299

April 7, 2022

The Cheyenne Metropolitan Planning Organization (Cheyenne MPO) hereby requests the professional services to develop thirty five percent conceptual design plans for the corridor design of Powderhouse Road. 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: Tom Mason, Director
Address: Cheyenne MPO
2101 O'Neil Avenue, #110
Cheyenne, WY 82001
www.plancheyenne.org
Phone: 307-637-6299
Fax: 307-637-6308
Email: tmason@cheyennempo.org

Proposals are 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 5:00 p.m. Mountain Standard Time on May 2, 2022.

CONTENT AND FORMAT OF SUBMITTAL

1. **Project Approach** – Briefly describe the way that your firm or team would address the work described in the below draft SCOPE OF WORK. The proposer should briefly show familiarity with the project area and its needs. 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 the project.
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 below SCOPE OF WORK is a draft and the MPO is open 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. This project uses federal pass-through funding from WYDOT. 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 April 20, 2022. 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, April 22, 2022. 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 MPO Website	April 8, 2022
Legal Ad in Paper	April 9
Deadline for Questions	April 20, noon
Answers to Questions (Only on PlanCheyenne.org)	April 22, 5:00 PM
Proposals Due (Delivered only to City Mailroom)	May 2, 5:00 PM
Select Consultants to be interviewed	May 9, 5:00 PM
In person and/or virtual Interviews held	May 19, AM
Contract from Consultant	June 1
Contract Deadline to City Clerk	June 8
Introduction to Governing Body	June 13
Finance Committee	June 20
Contract Approved at City Governing Body	June 27
Notice-to-Proceed issued by MPO	June 28, 2022

COST

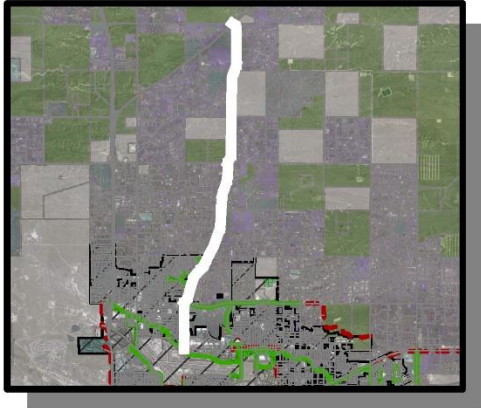
Cheyenne MPO has \$100,000 budgeted for this project in FY '22. The MPO reserves the right to amend the budget, as necessary. The final budget will depend upon the specific and final SCOPE OF WORK and the negotiated fee schedule. If the consultant feels that portions of the work could be done by others, the suggestions should be mentioned in the section of the Proposal dealing with Modifications to the SCOPE OF WORK.

First Round Selection Criteria of Proposal

PROJECT: Powderhouse Road Corridor Plan				
<u>CRITERIA</u>	<u>DESCRIPTION</u>	<u>WEIGHT</u>	<u>SCORE (0 - 10)</u>	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.	10		
Written Proposal quality	Readability, completeness, brevity, and organization of the written proposal.	10		
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.	9		
Performance on past projects	Success on previous projects in the way of project quality, budget, schedule, and cost control.	9		
Project innovations	Ideas or suggestions to improve the schedule, feasibility, cost savings and/or scope of the project.	8		
Familiarity with project	Knowledge of project background, needs, goals, limitations, and special considerations.	8		
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.	7		
Adequate resources	Sufficient available staff and equipment to complete the proposed work within the requested time frame.	7		
Equal opportunity	Consultant's record on affirmative action and response to relevant policies regarding minorities, women, and disadvantaged business in employment contracts. (Points awarded as follows: No policy shown in proposal 0 points, policy provided 5 points, demonstrated in team composition 10 points)	5		
Total				

Second Round Project Selection Criteria for Interview

PROJECT: Powderhouse Road Corridor Plan				
<u>CRITERIA</u>	<u>DESCRIPTION</u>	<u>WEIGHT</u>	<u>SCORE</u> (0 - 10)	TOTAL
Related Project Experience	How do you rate the overall experience and qualifications of the key Consultant Team and personnel?	8		
Grasp of the Project Requirements	Did the Consultant team address the requirements of the Project SCOPE OF WORK?	10		
Ability to Communicate	Overall Impression of the interview (i.e. Organization, teamwork, problem solving ability, and ability to communicate).	9		
Performance on past projects	Success on previous projects in the way of project management, project quality, and ability to meet the schedule.	9		
Project innovations	Did the Consultant Team offer innovative or creative ideas or value-added alternative scoping to enhance the project?	8		
Familiarity with project	Rate the Consultant Team's knowledge of the community, project area, project constraints, opportunities, and/ or threats?	10		
Public process and involvement	Did the Consultant Team demonstrate the program and ability to work with the citizens, public agencies and private sector? Did the Consultant Team provide past project success and experiences that will be utilized to obtain public participation?	7		
Interview Team	Did the personnel who will be assigned key tasks in the Project participate in the interview?	7		
Other	Did the Consultant Interview Team respond effectively to direct questions or issues raised from the committee? How do you rate the Consultant Team's planning process, interview preparation, and level of interest?	5		
Total				



Powderhouse Rd Corridor Project Dell Range North to US 85

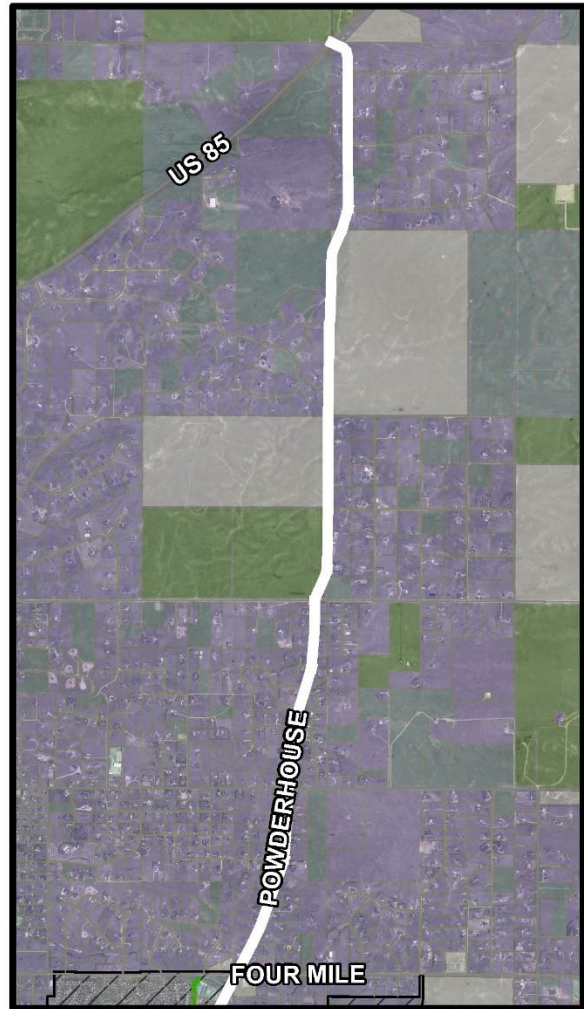
Legend

Powderhouse Rd	Current Land Use	Industrial
Greenway	Agricultural	Multi-Use
Greenway Future	Com Vacant Land	Res Vacant Land
Cheyenne City Limits	Commercial	Residential
	Exempt	

Powderhouse Rd Corridor Project
Dell Range North to Four Mile Rd



Powderhouse Rd Corridor
Four Mile Rd North to US 85



GENERAL CONDITIONS

The following items are 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 plus a maximum of 5% addition for prime consultants' insurance requirements unless documentation is provided to justify additional. All consultant administration shall be document in hours and rates within the sub-consultant task.

PURPOSE AND NEED

Powderhouse Road is in north central Cheyenne and is a major north-south corridor and provides connectivity from the northern commercial areas and neighborhoods north of Dell Range to the ranchettes and the rural residences in Laramie County. It also runs parallel to Converse Avenue, a minor arterial a mile to the east with similar features and challenges. A mile to the west is Yellowstone Road a Principal Arterial which first is in the city, then a county road, then a State Highway north of Four Mile. Powderhouse continues north crossing over Storey Boulevard, where the surrounding land use changes to one-side city and the other side county until Four Mile Road. As you cross Four Mile Road the land use changes drastically as you leave the City influence and enter the County.

North of Storey, Powderhouse intersects with Gardenia Drive, East Four Mile Road, East Riding Club Road, and Iron Mountain Road along with other local streets. Eventually, the existing Powderhouse terminates at Rising Star (a local street), though there is a small segment of Powderhouse that currently connects Ford Road to Torrington Highway (U.S. Highway 85) to the north. These two segments of Powderhouse are currently separated by private property.

The Powderhouse corridor does not sufficiently or consistently accommodate other modes of travel with dedicated facilities for pedestrians or bicycles. American with Disabilities Act (ADA) accommodations are also absent or inconsistent along the corridor and at the intersecting local roads. While there are some sidewalks throughout the south part of the corridor, they are inconsistent in location and design, most not to current development standards. Bicycle facilities, while also present, only provide connectivity and access to limited areas of the corridor.

We believe the main obstacle for the reconstruction of Powderhouse is the varied characteristics of the corridor and the changing jurisdiction between the City of Cheyenne and Laramie County. 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 additional housing units and a new 5th & 6th grade (5/6) school east of Powderhouse at Carlson will not only increase traffic to the corridor but also be impactful to drainage infrastructure south of the intersection. The vacant land east of Powderhouse between Prairie and Storey is expected to develop therefore increasing the traffic on Powderhouse.

There is no funding identified at the present time to reconstruct this corridor other than at the intersection of Powderhouse at Carlson Road. There, a new signal, and a new section east of Carlson will be constructed by the City of Cheyenne and Laramie County School District No. 1 in conjunction with Coyote Ridge 5/6 elementary school, however the need has been identified for some time and has recently been prioritized by both Laramie County and the City of Cheyenne. It is the intent of this project to develop a plan that assures this arterial is not only enhanced and “right-sized”, but that it safely encourages and accommodates multimodal travel to the neighborhoods, rural areas, and the many activity generators that are nearby.

Laramie County has identified the need to explore options for pavement maintenance and potential upgrades between Four Mile and Rising Star. The County would like to complete this planning project to determine cross-section needs for future growth prior to implementing any pavement maintenance projects. There is no funding identified at the present time for the pavement maintenance and/or upgrades. The County is strictly in the planning stages as it relates to Powderhouse between Four Mile and Rising Star.

The consultant will evaluate and recommend new cross sections 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.

As growth continues in north central Cheyenne, traffic on this road will increase. This plan will recommend future solutions for Powderhouse Road. After thorough City, County, WYDOT, MPO staff and public input, the consultant will provide thirty-five percent design recommendations for implementation on Powderhouse. It is understood that the entire length of the corridor will have changing characteristics and therefore the designs will change based on the changing long-term build out of adjacent properties.

PROJECT AREA DESCRIPTION

Powderhouse Road is a 7.2-mile-long corridor that provides north-south connectivity to north central Cheyenne, into the Ranchettes and Laramie County. It begins at Dell Range Blvd as a minor arterial, providing connectivity from the northern commercial areas and neighborhoods north of Dell Range to the Ranchettes and transitions into a major collector at Iron Mountain Road in Laramie County.

The pavement condition of the road is generally acceptable, though it varies throughout the corridor. There are four unique segments that have individual challenges and needs. These segments include Dell Range Boulevard to Storey Boulevard; Storey to East Four Mile Road; E. Four Mile to Iron Mountain Road and Iron Mountain to Highway 85.

Currently, Powderhouse is a two-lane road with utility lines alternating sides of the corridor. The speed limit varies between 30 and 40 miles per hour. This project's limit is between Dell Range Boulevard and the Torrington Highway (Highway 85).

Between Dell Range Boulevard and Storey Boulevard, the road is a two-lane cross section with shoulders and a continuous center turn lane. Residential neighborhoods sit west of the corridor, with medical facilities directly adjacent to the road, north of Prairie Avenue. To the east is the yet-to-be developed Section 20, which is zoned for commercial and residential. Utility lines sit east of the corridor, though right-of-way property lines are ill-defined. Storey Boulevard is also the farthest north signalized intersection on this corridor.

Between Storey and E. Four Mile, the road maintains its two-lane cross section with variable width shoulders, though the continuous center turn lane becomes a striped median with occasional left turn bays at Gardenia, Spirit Lane, Michael Evans Avenue, and Dorothy Lane. There is a Greenway path on the west side of the road, providing connectivity to the residential neighborhoods. On the east side of the street, sidewalks are absent, and we begin to see more rural residential plots. East Four Mile Road serves as the boundary between the City and the County.

Between E. Four Mile and Iron Mountain, the pavement width and cross section continues from the previous segment, though there is no current left turn bays due to lack of local intersecting streets. Wide shoulders serve as bicycle facilities and as a secondary travel lane to allow faster vehicles to pass the occasional agricultural equipment traveling the corridor. There are no sidewalks, and the occasional drainage swale separates rural residential driveways from the main road. Utility lines sit on the west side of the road. The intersections of E. Four Mile, Riding Club, and Iron Mountain are all controlled by stop signs.

Between Iron Mountain and Highway 85, the road is no longer paved and instead utilizes gravel. As with the previous two segments, this section of the corridor does not have sidewalks or drainage and is extremely rural in character and does not accommodate other modes of travel beyond a motorized vehicle. It experiences changes in topography with rolling hills and a substantial viewshed of the Southeast Wyoming plains.

Zoning along Powderhouse Road varies. The zoning is predominantly residential and commercial, parts of which are in Laramie County's jurisdiction. There are some plots zoned agricultural and exempt north of Four Mile.

In addition to residential neighborhoods lining the corridor, there is one educational institution and several senior residences and assisted living facilities within a half-mile radius of the corridor. Many of these are situated within surrounding neighborhoods but lacking sufficient bicycle and pedestrian infrastructure and connectivity. Sidewalks and bike facilities are inconsistent throughout the corridor, although this corridor has plenty of pedestrian generators and destinations. The ability to provide continuous sidewalks along the corridor is impacted by drainage swales and dry utility lines that alternate sides throughout the corridor.

The Greater Cheyenne Greenway begins with an underpass near Dell Range Boulevard and runs west towards Yellowstone. Greenway facilities also run parallel to Storey Boulevard on the southside of Storey and connects to Greenway on the west side of Powderhouse, between Storey and Gardenia, where it connects to on-street bicycle lanes on Gardenia. While these connections are limited, they provide opportunity to expand the network north into the County.

While not operating fixed route service due to the COVID-19 pandemic, the Cheyenne Transit Program's northwest fixed route serves a 0.7-mile stretch of the corridor, between Prairie Avenue and Old Town Lane. The northwest route bus comes from the west on Old Town Lane, turns south on Powderhouse and then east on Prairie before continuing its clockwise route to service the Dell Range/Frontier Mall commercial area.

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), et cetera. Plans and reports that are relevant to this study and can be accessed at the MPO office include, but are not limited to:

- Current traffic counts
- Crash Reports
- City of Cheyenne Unified Development Code
- Laramie County Subdivision Regulations
- *PlanCheyenne Connect 2045*, Cheyenne MPO
- *Dell Range Boulevard Corridor Study, Powderhouse to College Drive*, Ayres Associates, November 2015, found at <http://www.plancheyenne.org/dell-range-corridor-study/>
- *Cheyenne Metropolitan Area Pedestrian Plan and Safe Routes to School Plan*
- *Cheyenne On Street Bicycle Plan and Greenway Plan Update*

CONSULTANT INVOLVEMENT (SCOPE OF WORK)

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, LCSD#1 and the 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 and Planning along with Laramie County Public Works and Planning.

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 standard presentations of the final document to the City Governing Body and County Commissioners, the consultant will present at meetings with the MPO's Technical (2), Citizens' Advisory (2), and Policy Committee (1), City Planning Commission (1), and the County Planning Commission (1).

The consultant will be responsible for miscellaneous copies for review to MPO, City Engineering, County Public Works/Planning, 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% conceptual design plan and planning document for the phased reconstruction and widening of Powderhouse Road between Dell Range Boulevard and Highway 85 for all modes of travel.

PLANNING TASKS

- Review *PlanCheyenne/Connect 2045* and all existing studies, development actions in the vicinity, etc. that exist for any part of the study area and make recommendations that incorporate these 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 Program staff and WYDOT (Intersection with Four Mile WY212).
- Research and document all known dry or wet utilities within the study area including, but not limited to, the Board of Public Utilities existing and proposed water and sewer. 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 Powderhouse Road right of way.
- Evaluate traffic safety throughout the Powderhouse Road project study area between Dell Range Blvd to Highway 85 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 25-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 Powderhouse's transition from a major collector to minor arterial, north of Iron Mountain Road.
- Perform a traffic analysis study to develop projected volumes, lane configuration, and traffic control throughout the Powderhouse Road corridor based on the MPO's TransCAD model. Develop conceptual design alternatives for the corridor and nine (9) primary intersections to include Dell Range Boulevard, Prairie Avenue, Carlson Road, Storey Boulevard, Gardenia Drive, East Four Mile Road, East Riding Club Road, Iron Mountain Road, and Highway 85. 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 Powderhouse Road 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 Powderhouse Road at Dell Range Boulevard, Prairie Avenue, Carlson Road, Storey Boulevard, Gardenia Drive, and Highway 85 during the morning, noon, and evening peak hours of an average weekday.

The turning movement count data will include vehicular, bicycle, and pedestrian traffic.

The MPO collected the following intersections in September 2021:

- a. Powderhouse Rd & Four Mile Rd (collected 24-hour TM count with heavy truck included on (9/2/2021)
 - b. Powderhouse Rd & Riding Club Rd (collected 24-hour TM count with heavy truck included on (9/2/2021)
 - c. Powderhouse Rd & Iron Mountain Rd (collected 24-hour TM count with heavy truck included on (9/22/2021)
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 the MPO and/or WYDOT.
 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. Determine short term improvements that will reduce crashes and improve existing operational issues.
 6. Long Term Improvements. Determine long-term improvements including lane configuration and traffic control 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 (LOS) analysis using appropriate software shall be performed to compare various options. (Powderhouse and Carlson is a high priority).
- Evaluate drainage constraints, impacts, and proposed mitigation solutions throughout the Powderhouse Road project study area between Dell Range Boulevard and Torrington Highway 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 and 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 (9) nine major intersections 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 Powderhouse. No analysis of any offsite culverts, storm drains, or subdivision drainage elements are anticipated at this time.

3. Develop 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 Powderhouse Road corridor from Dell Range Blvd to Torrington Highway 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 major intersections include Dell Range Boulevard, Prairie Avenue, Carlson Road, Storey Boulevard, Gardenia Drive, East Four Mile Road, East Riding Club Road, Iron Mountain Road, and Highway 85. Any proposed changes to the intersection at East Four Mile Road and Highway 85 should solicit input from WYDOT Traffic.

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 within the City's jurisdiction. Bicycle accessibility and connectivity with the County's jurisdiction should be preserved and planned for as well.

- 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.
- Evaluate existing alignment of Powderhouse Road between Rising Star and Ford Road for potential changes and right-of-way needs.
- Develop a map and make recommendations for jurisdictional changes throughout the corridor, if appropriate, and include current right-of-way ownership and widths.

PUBLIC INVOLVEMENT

Using the MPO Public Participation Plan, the selected consultant 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 MPO Technical Committee. During the adoption process, the consultant shall also 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

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. Final mapping GIS Shapefiles will be provided. 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 at a minimum of 4 business 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 Powderhouse Road from Dell Range Boulevard to Highway 85.
6. Cost estimates for preliminary construction, Rights of Way acquisitions and drainage improvements for the phasing of the project.
7. Documentation of progress shall be included with every invoice.
8. Electronic copies of all documents, images, photos, maps, draft plans and final plans.