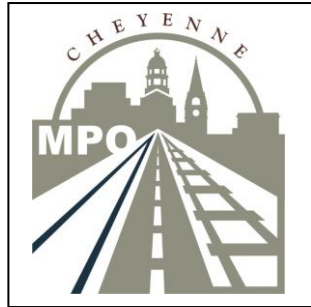


Request for Proposals

July 2022



Solicited by the

Cheyenne Metropolitan Planning Organization

Van Buren Avenue Corridor Plan

Proposal Due: August 12, 2022



Cheyenne Metropolitan Planning Organization
Mailing Address - 2101 O'Neil Avenue, Room 304
Cheyenne, Wyoming 82001
(307) 638-4384

July 13, 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 Van Buren Avenue. 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: Ginni Stevens, Senior Transportation Planner

Address: Cheyenne MPO
2101 O'Neil Avenue, Room 304
Cheyenne, WY 82001

www.plancheyenne.org

Phone: 307-638-4384

Email: gstevens@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 three or more consultants from those responding to this request. The Cheyenne MPO will consider responses received by 4:00 p.m. Mountain Standard Time on August 12, 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 current approved billing rates or overhead audit with WYDOT, or another state DOT, those rates will need to be used. This requirement also applies to any proposed subconsultants.**

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. This project uses federal pass-through funding from WYDOT. If a firm has current approved billing rates or overhead audit with WYDOT, or another state DOT, those rates will need to be used. This requirement also applies to any proposed subconsultants.

All proposers may submit inquiries in writing to the MPO at any time prior to noon on July 29, 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 and placed on the MPO webpage by end of day Wednesday, August 3, 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	July 15, 2022
Legal Ad in Paper	July 16
Deadline for Questions	July 29, noon
Answers to Questions (Only on PlanCheyenne.org)	August 3, 5:00 PM
Proposals Due (Delivered to City Front Desk)	August 12, 4:00 PM
Select Consultants to be interviewed	August 22, 5:00 PM
In person and/or virtual Interviews held	August 31 AM
Contract from Consultant	September 9
Contract Deadline to City Clerk	September 21
Introduction to Governing Body	September 26
Finance Committee	October 3
Contract Approved at City Governing Body	October 10
Notice-to-Proceed issued by MPO	October 11, 2022

COST

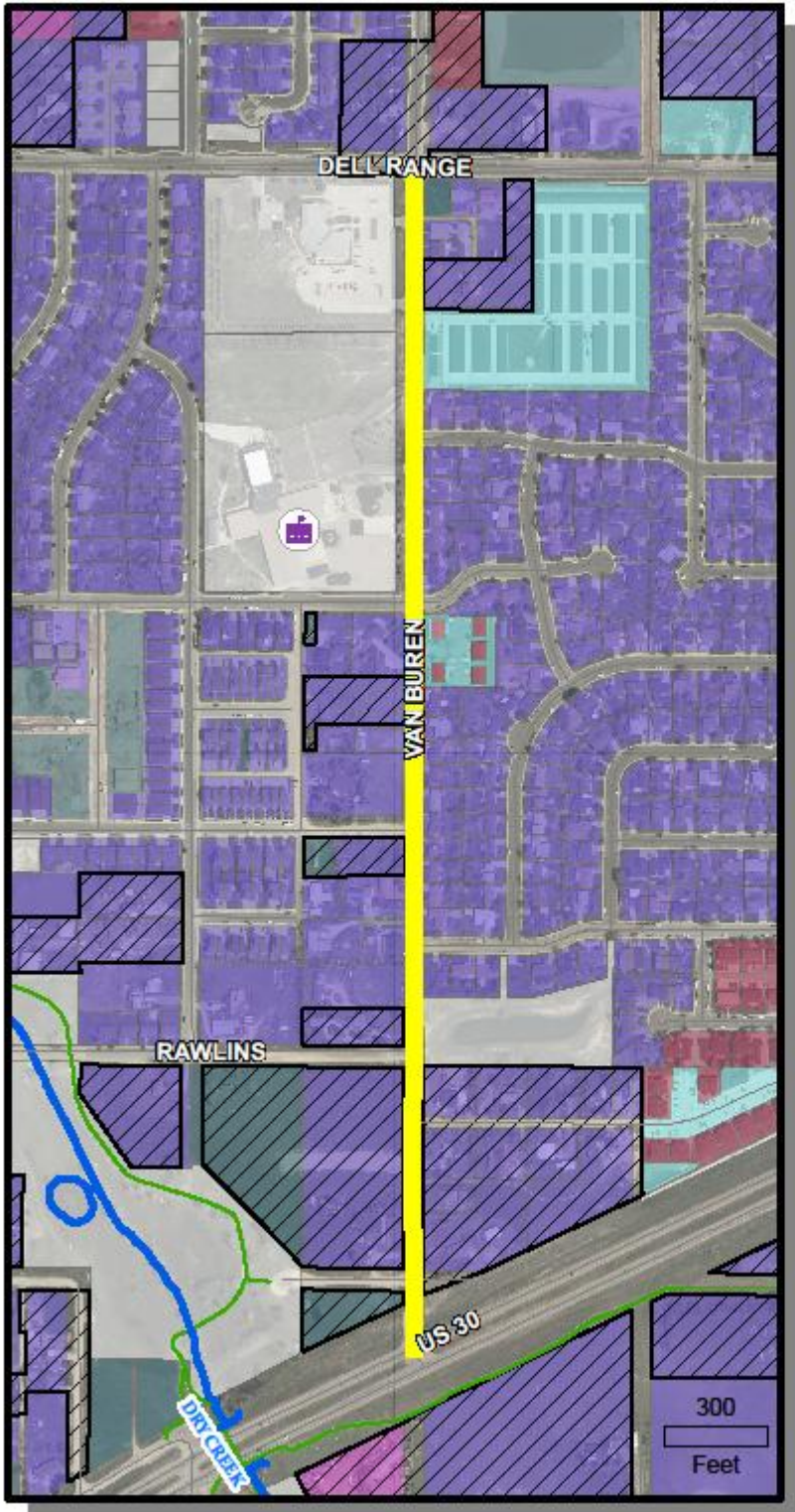
Cheyenne MPO has \$90,000 budgeted for this project in FY '22/23. The MPO reserves the right to amend the budget, as necessary. The final budget will depend upon the specific and final SCOPE OF WORK and the negotiated fee schedule. If the consultant feels that portions of the work could be done by others, 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: Van Buren Avenue Corridor Plan				
<u>CRITERIA</u>	<u>DESCRIPTION</u>	<u>WEIGHT</u>	<u>SCORE</u> <u>(0 - 10)</u>	<u>TOTAL</u>
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: Van Buren Avenue Corridor Plan				
<u>CRITERIA</u>	<u>DESCRIPTION</u>	<u>WEIGHT</u>	<u>SCORE</u> <u>(0 - 10)</u>	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				



Van Buren Ave Corridor Project

Legend

-  Van Buren Ave Corridor
-  Greenway Centerlines
-  Creeks
-  County Jurisdiction
- Current Land Use**
-  Commercial
-  Exempt
-  Industrial
-  Multi-Use
-  Res Vacant Land
-  Residential
-  School

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 assumes no liability associated with the use or misuse of this information.

Date: 6/23/2022

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 documented in hours and rates within the sub-consultant task.

PURPOSE AND NEED

Van Buren Avenue is a major collector extending north/south with most of its traffic between Dell Range Boulevard and U.S. Highway 30, which is where this corridor study will be located. This road is currently being extended to the north of Dell Range Boulevard and will eventually provide connectivity from U.S. Highway 30 all the way to Storey Boulevard. This extension and increased connectivity are anticipated to increase traffic throughout the corridor and should be taken into consideration when designing 35% plans.

In the past, concerned citizens have raised concerns regarding the perception of speeding along the corridor especially near Dildine Elementary School.

The 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, substandard, and inconsistent along the corridor. While there are some sidewalks throughout the corridor, they are inconsistent and substandard in location and design, and found intermittently because of the varying City and County jurisdictions. There are no on-street bike lane accommodations along the corridor. Neighborhood residents have understandably been raising concerns over the lack of appropriate bicycle and pedestrian facilities along with the



Photo 1 School zone at Dildine Elementary

ongoing motorist speeding problem. These concerns led to a study in 2014 and a report in 2015 with recommendations for area improvements. The link to this *Neighborhood Traffic Management Study* can be found at: <http://www.plancheyenne.org/wp-content/uploads/2022/06/Van-Buren-NTMP-Report.pdf>.

We believe the main goal for improvements of the Van Buren Avenue Corridor is to decrease speeding throughout the corridor, and provide bicycle and pedestrian accommodations throughout, despite the changing jurisdiction between the City of Cheyenne and Laramie County. Laramie County is amenable to annexation of the roadway and right-of-way to the City of Cheyenne to accommodate necessary improvements. The consultant will evaluate and recommend 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.

There is no funding identified at the present time to reconstruct this corridor. The intersection of Van Buren Avenue and Dell Range Boulevard will be improved on a future City of Cheyenne construction project of Dell Range Boulevard from College to James Drive, and there are storm water improvements planned along the corridor in 2022. The Whitney Ranch development along with the City of Cheyenne will be installing a storm-sewer system, that will provide drainage along the corridor north of Rawlins Street. The storm sewer will be installed at such a depth that any necessary grade changes along the corridor should not impact the new storm sewer.

Traffic throughout the project study corridor is only expected to increase as Van Buren Avenue is extended north to Storey Boulevard. This plan will recommend future solutions to slow vehicular traffic and increase bicyclist and pedestrian use and safety along Van Buren Avenue. After thorough City, County, WYDOT, LSCD, MPO staff and public input, the consultant will provide thirty-five percent design recommendations for implementation on Van Buren. The plans will accommodate future growth of the area along with the increased traffic.

PROJECT AREA DESCRIPTION

Van Buren Avenue project study area is a 0.65-mile-long corridor that provides north-south connectivity between Dell Range Boulevard and U.S. Highway 30, which will be the project limits.



Photo 2 Substandard sidewalks and ADA corners

The corridor is classified as a major collector. The pavement condition throughout the corridor is fair to poor and varies throughout the corridor.

On the south end of Van Buren Avenue the roadway is two-lane with shoulders and a right-of-way width between 50-60 feet between platted lots. The roadway widens to roughly 80 feet of right-of-way between platted lots around Rock Springs Road and transitions to two-lane with parking on the east side. A land survey should be conducted during this study to determine precise right-of-way widths. The posted speed limit is 30mph and there are various utilities within the corridor.

There are numerous visible utilities along the corridor. Telephone/cable and power above ground lines are found on the east side of the road in the south section of the projects with rural mailboxes lining the west side of the street. Traveling north along the roadway these above ground utilities are found on both sides of the road, with one corner having an old and new utility pole in place. There is currently utility work ongoing along the corridor that is fiberoptic cable going underground. There is a future storm drainage project that will route stormwater from the Phase 2 Whitney project to the north, along the corridor, and will connect into a detention pond to the east of Van Buren and will additionally travel west down Rawlins to connect to existing storm sewer. Each intersection north of Rawlins along the Van Buren corridor will have pipe inlets to accommodate drainage; however, no storm sewer enhancements are planned along the southern portion of the corridor. This storm sewer work will take into account future development of Whitney Ranch as well as development along the Van Buren corridor. Additionally, there is a low-lying ditch running perpendicular to the road at the south end of the project causing a dip along the roadway which should be corrected with this project.



Photo 3 Double utility poles found within project corridor

Zoning throughout the corridor is mainly residential with some small areas of mixed use, commercial and exempt zoning. The area is mainly comprised of neighborhood housing with a church, elementary school and self-storage business located at the northern end of the corridor.

Van Buren is mostly within the City of Cheyenne with some pockets of Laramie County jurisdiction, which is evident from the intermittent sidewalks and curb and gutter. The sidewalks lack any



Photo 4 Greenway access found at end of Laramie Street

kind of uniformity and very few are up to standards. Many of the corners do not meet ADA standards. There is no on-street bike lane. The Greenway is located just to the west of the south end of the corridor, with many people parking on the dead-end Laramie Street to access the Greenway. While not operating fixed route service due to the COVID-19 pandemic, the Cheyenne Transit Program's northeast fixed route ran to the west of Van Buren Avenue and the east transit route ran southwest of Van Buren.

Dildine Elementary school is located on Van Buren Avenue. The school has pedestrian crossings at Green River Street and at Liberty Street. The on-street pavement markings at the south Green River Street crossing are worn and need repainting. The crosswalk at Liberty Street was put in place as a result of a Neighborhood Study in 2015 and therefore has visible paint. There is a flashing school zone sign to the south of the school to warn motorists of the school zone. There has historically been speeding by motorists down Van Buren Avenue which spurred the Neighborhood Study in 2015, and this project should address additional ways to encourage slower vehicular traffic through the school zone.



Photo 5 New crosswalk at Liberty Street after Neighborhood Traffic Management Study

Currently, neither the Van Buren intersection at Dell Range Boulevard nor the intersection at U.S. Highway 30 are signalized. The intersection at Dell Range contains a stop sign and this intersection will be revisited in a future design project along the Dell Range corridor within the next year. The intersection

at Van Buren and U.S. Highway 30 does not have a signal but does include a flashing red light atop a stop sign to notify motorists. This intersection was studied in the [East Dell Range / U.S. Highway 30](#) project and is currently being designed for a projected FY '25 reconstruction project.

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
- *Neighborhood Traffic Management Program, Van Buren Avenue*, Cheyenne MPO
- *East Dell Range Boulevard / U.S. Highway 30 Corridor Study*
- *Cheyenne Metropolitan Area Pedestrian Plan and Safe Routes to School Plan*
- *Cheyenne On-Street Bicycle Plan and Greenway Plan Update*
- *The most current WYDOT design details for the U.S. Highway 30 reconstruction specifically for the Van Buren Intersection.*
- *Whitney Ranch Storm Sewer design*

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.

The 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 Committee (2), Citizens' Advisory Committee (2), and Policy Committee (1), City Planning Commission (1), and the County Planning Commission (1). A short, mid-project update to the Policy Committee is also expected.

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 of Van Buren Avenue between Dell Range Boulevard and U.S. Highway 30 for all modes of travel.

PLANNING TASKS

- Review the Cheyenne MPO's long range plan, [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, and WYDOT.
- 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 Van Buren Avenue right of way.
- Evaluate traffic safety throughout the Van Buren Avenue project study area between Dell Range Boulevard to U.S. Highway 30 including driveway access realignments, modifications, or consolidations; intersection modifications or reconfiguring; sidewalk improvements; 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.

- The Cheyenne MPO will provide the volume, speed, and classification information from 24-hour average weekday counts for five locations along the corridor. Additionally, the Cheyenne MPO will provide turning movement count data for nine locations within the corridor including cars, heavy trucks, bicycle, and pedestrian traffic. The study will include the following additional tasks:
 1. **Crash Analysis.** A crash study will be performed to identify patterns along the corridor using future traffic volumes from MPO's TransCAD model. Potential solutions will be developed to reduce the number of crashes along the corridor. Crash data shall be obtained from WYDOT.
 2. **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.
 3. **Short-Term Improvements.** Determine short term improvements that will reduce crashes and improve existing operational issues.
 4. **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.
- The City of Cheyenne Engineering Department and the Whitney Ranch, LLC development engineer are developing and implementing a storm sewer trunkline for conveyance of the Whitney Ranch Development stormwater detention release rates and offsite discharges for the 25-year event. This development is located north and east of the intersection of Van Buren Avenue at Dell Range Blvd. A trunkline, manholes, inlets, and other accompanying appurtenances will be provided from a future stormwater detention pond located east of James Drive on Dell Range Blvd. to Van Buren Avenue then heading south on Van Buren Avenue. Infrastructure including manholes and inlets are anticipated to be placed at all existing intersections along Van Buren Avenue from Dell Range Blvd. to Rawlins Street. A diversion structure is anticipated to be placed north of Rawlins Street where a portion of the stormwater will discharge into an existing City of Cheyenne detention pond for attenuation and the remainder will be discharged directly into the Dry Creek drainageway along Rawlins Street to a point west of Polk Avenue. The consultant will need to review this information and factor it into their drainage analysis for the corridor. Consultants will need to evaluate drainage constraints, impacts,

and proposed mitigation solutions throughout the Van Buren Avenue project study area between U.S. Highway 30 and Dell Range Boulevard. As a part of the planning document, prepare a drainage analysis summary per the written requirements of the City of Cheyenne assuming a drainage model and report will be provided on this existing storm water trunkline. 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. Provide engineering capacity design calculations for existing or proposed pipes and drainage conveyance elements 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 including known future storm water work) through the Van Buren Avenue corridor. 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.
- 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 and reduced speeds in the school zone. Review proposed changes at the interchange of Dell Range Boulevard proposed in the East Dell Range MPO study from 2019.

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. Safe routes for pedestrians and bicyclists through the school zone should be considered. However, the Cheyenne MPO intends to prepare a much more detailed city-wide Safe Routes to School Plan Update which will include Dildine Elementary.

- Develop detailed cost estimates for the recommended corridor improvements that would include: corridor-related drainage needs that is above and beyond the improvements planned for the upcoming Whitney Ranch stormwater work, 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.

- Review WYDOT’s alignment and proposed intersection changes at U.S. Highway 30 to determine if they are adequate and/or appropriate.
- Develop a map and make recommendations for jurisdictional changes throughout the corridor, if appropriate, and include current right-of-way ownership and widths, including any land survey work needed.

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 up 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. As described earlier, the consultant shall 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 prepared for ALL meetings, and a text summary of all meetings for the MPO website.
5. Thirty-five percent plan and profiles for roadway, rights-of-way including any land survey, utilities and drainage considerations of Van Buren Avenue from Dell Range Boulevard to U.S. Highway 30.
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.