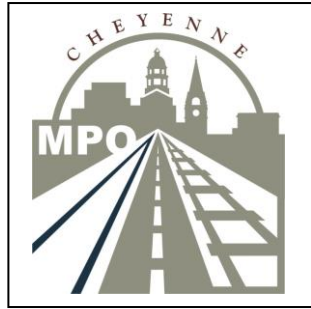


# Request for Proposals

MARCH 2023



Solicited by the  
Cheyenne Metropolitan Planning Organization

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## Safe Routes to School Plan Update

*Proposal Due: April 14, 2023*

### PROJECT OVERVIEW

The Cheyenne Metropolitan Planning Organization (Cheyenne MPO) hereby requests professional services to conduct a safety audit, identify transportation barriers, prepare recommended solutions, and develop an action plan for the Safe Routes to School Plan Update.

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

## BACKGROUND

The Cheyenne MPO consists of the entirety of the City of Cheyenne and portions of unincorporated Laramie County. Figure 1 represents the area visually. According to the 2020 Census, over 100,000 people live within the Cheyenne metro area, with even more traveling to and through the area. The Cheyenne MPO leads transportation planning efforts within the planning boundary to accommodate all modes of travel.

Laramie County School District 1 (LCSD1) covers 1,592 square miles, including three rural elementary schools, 26 city elementary schools, three junior high schools, three high schools, one alternative high school and one charter school. All schools in LSCD1 can be found in the table below, with the ones not included in the Safe Routes to School Plan Update marked with asterisks.

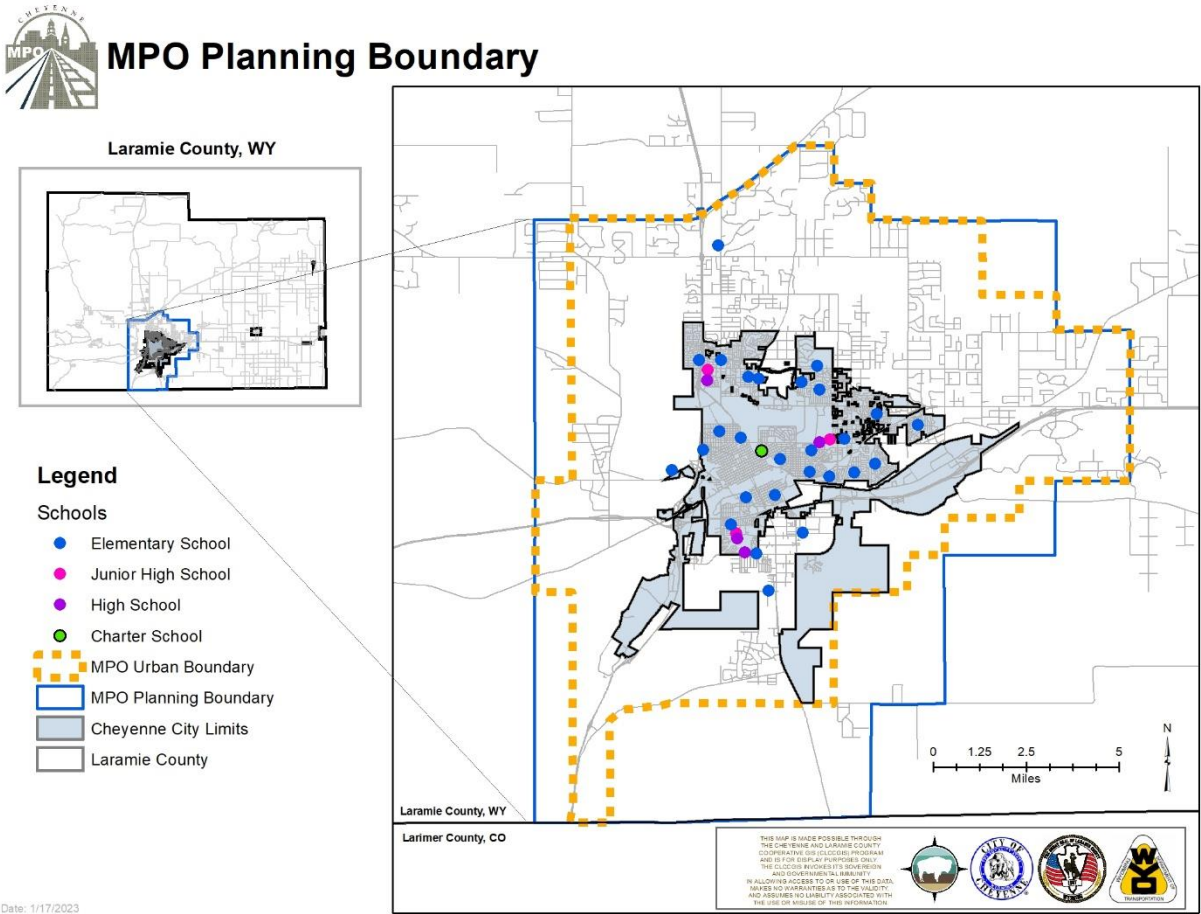
| School Name                     | School Type | Grades       |
|---------------------------------|-------------|--------------|
| Afflerbach Elementary School    | Elementary  | Grades K - 6 |
| Alta Vista Elementary School    | Elementary  | Grades K - 6 |
| Anderson Elementary School      | Elementary  | Grades K - 4 |
| Arp Elementary School           | Elementary  | Grades K - 6 |
| Baggs Elementary School         | Elementary  | Grades K - 6 |
| Bain Elementary School          | Elementary  | Grades K - 6 |
| Buffalo Ridge Elementary School | Elementary  | Grades K - 4 |
| Clawson Elementary School*      | Elementary  | Grades K - 6 |
| Cole Elementary School          | Elementary  | Grades K - 6 |
| Coyote Ridge Elementary School  | Elementary  | Grades 5 - 6 |
| Davis Elementary School         | Elementary  | Grades K - 6 |
| Deming Elementary School        | Elementary  | Grades K - 3 |
| Dildine Elementary School       | Elementary  | Grades K - 4 |
| Fairview Elementary School      | Elementary  | Grades 3 - 6 |
| Freedom Elementary School       | Elementary  | Grades K - 6 |
| Gilchrist Elementary School*    | Elementary  | Grades K - 6 |
| Goins Elementary School         | Elementary  | Grades K - 6 |
| Hebard Elementary School        | Elementary  | Grades K - 6 |
| Henderson Elementary School     | Elementary  | Grades K - 6 |
| Hobbs Elementary School         | Elementary  | Grades K - 6 |
| Jessup Elementary School        | Elementary  | Grades K - 6 |
| Lebhart Elementary School       | Elementary  | Grades K - 2 |
| Meadowlark Elementary School    | Elementary  | Grades 5 - 6 |
| Miller Elementary School        | Elementary  | Grades 4 - 6 |
| Pioneer Park Elementary School  | Elementary  | Grades K - 6 |
| Prairie Wind Elementary School  | Elementary  | Grades K - 6 |
| Rossman Elementary School       | Elementary  | Grades K - 6 |

|                                |             |               |
|--------------------------------|-------------|---------------|
| Saddle Ridge Elementary School | Elementary  | Grades K - 4  |
| Sunrise Elementary School      | Elementary  | Grades K - 6  |
| Willadsen Elementary School*   | Elementary  | Grades K - 6  |
| Carey Junior High School       | Junior High | Grades 7 - 8  |
| Johnson Junior High School     | Junior High | Grades 7 - 8  |
| McCormick Junior High School   | Junior High | Grades 7 - 8  |
| Central High School            | High        | Grades 9 - 12 |
| East High School               | High        | Grades 9 - 12 |
| South High School              | High        | Grades 9 - 12 |
| Triumph High School            | High        | Grades 9 - 12 |
| PODER Academy                  | Charter     | Grades K - 12 |

In 2021-2022 school year, LCSD1 employed over 2,300 staff and served 14,010 students including 7,397 elementary students and 6,613 secondary students. A total of 8,790 students are registered for bus transport each day. Busses are only one form of transportation for students to get to school, though, with many students walking, riding bicycles, riding in private vehicles, and driving themselves.

The last Safe Routes to School Plan was completed in 2010 for the Cheyenne MPO. The plan evaluated existing conditions and identified existing transportation barriers and proposed solutions for 24 elementary schools and three junior high schools. Since the completion of the plan, new schools have been built and the Cheyenne Metropolitan area has grown, resulting in a need for an update to the original plan. The Safe Routes to School Plan Update is intended to be more comprehensive than the original plan by including all publicly funded LSCD1 schools within the Cheyenne MPO Boundary.

# STUDY AREA MAP



Date: 1/17/2023

Figure 1: Cheyenne MPO Planning Boundary

## CONSULTANT INVOLVEMENT (SCOPE OF WORK)

### EXISTING DOCUMENTS

The consultant will review all relevant existing studies and development actions and make recommendations that incorporate and remain aligned with these studies. Plans and reports that are relevant to this study include, but are not limited to:

- Writing Your Wyoming School Travel Plan: A Reference and Guide for Communities, WYDOT and FHWA
- WYDOT Pedestrian and School Traffic Control Manual, 2014
- LCSD1 and individual school safety policies
- LCSD1 and individual school student data
- Annual Crash Reports for recent years, WYDOT Highway Safety
- US Census 2020 Data for the City of Cheyenne and Laramie County, WY
- Pertinent policies and regulations from LCSD1 School Handbooks & LCSD1 Transportation Department
- City of Cheyenne Unified Development Code
- Laramie County Land Use Regulations
- *PlanCheyenne Connect 2045*, Cheyenne MPO 2020  
<https://www.plancheyenne.org/transportation/plancheyenne-cheyennne-area-master-plan/>
- *Cheyenne Metropolitan Area Pedestrian Plan and Safe Routes to School Plan*, Cheyenne MPO 2010 <https://www.plancheyenne.org/project/cheyenne-metropolitan-area-safe-routes-school-plan/>
- *Cheyenne Transportation Safety Management Plan*, Cheyenne MPO 2015  
<https://www.plancheyenne.org/wp-content/uploads/2015/12/Final%20Adopted%20Plan.pdf>
- *Cheyenne On-Street Bicycle Plan and Greenway Plan Update*, Cheyenne MPO 2012  
<https://www.plancheyenne.org/project/cheyenne-area-on-street-bicycle-plan-and-greenway-plan-update/>
- *Traffic Safety Suggestions for Elementary Schools*, LCSD #1 School Traffic Safety Committee, 2015 <http://www.plancheyenne.org/wp-content/uploads/2023/03/Traffic-Safety-Suggestions-for-Elementary-Schools-Revised-2015.pdf>
- *ArcGIS Electronic ADA ramp inventory*:  
<https://clcgisc.maps.arcgis.com/apps/instant/sidebar/index.html?appid=7c8c92a73d9940dd992d67eccc2503>

### EXISTING DATA

The Cheyenne MPO will provide existing mapping and ArcGIS data, ADT traffic counts, TransCAD model, reports, and project information. Crash data can be obtained through WYDOT, ADA ramp inventory and condition data and McCormick and Baggs safety audit information can

be obtained through City Engineering, and Ridership and No Transportation Zone information can be obtained through LCSD1 Transportation. The consultant will use existing data to the greatest extent possible. If the consultant believes additional or new data is necessary, they should so state in the proposal.

### **MEETING REQUIREMENTS**

The consultant will hold meetings as needed with the Project Steering Committee, consisting of but not limited to, City Planning and Development, Public Works, Engineering, Cheyenne Police Department, County Sheriff, County Public Works and Planning, WYDOT, Laramie County School District 1 Planning and Transportation Offices, and the Cheyenne MPO during the course of the project. Virtual meetings are preferred with techniques implemented, such as mandatory video on requirements, to ensure engagement. 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 stakeholders have been addressed satisfactorily. The consultant will present the status of the project to the MPO Policy, Technical, and Citizens' Advisory Meetings around the midpoint of the project, as well as after a final plan has been drafted. During the adoption and certification process, the consultant will present at City Planning Commission, County Planning Commission, City Governing Body, and County Commissioners Meetings. Throughout the project, the selected consultant shall periodically meet with the MPO, City Engineering, Public Works, Planning and Development, Cheyenne Police Department, County Sheriff, Laramie County Public Works and Planning, and LCSD1 Planning and Transportation Offices. Public meetings will be addressed in the Public Involvement section of this document.

### **PUBLIC INVOLVEMENT**

The consultant will be required to develop and conduct an extensive public involvement with residents, landowners, and parents to obtain public input and will involve advertisement and active solicitation. The consultant will follow the Cheyenne MPO Public Participation Plan in addition to all items listed below.

- Conduct stakeholder meetings to gain perspective and obtain feedback.
- Have extensive Steering Committee involvement for guidance throughout the project.
- Provide digital and hard copies of draft and final plans for review at the Laramie County Library, Cheyenne MPO Office, Laramie County School District Office, and Cheyenne MPO webpage.
- Hold public meetings during a minimum of two phases of the project, early in the process, and after a draft report has been drafted for public involvement and produce all meeting materials.

- Provide notifications to all parents through LCSD1 to notify them of the meetings and their opportunity for input.
- Work with LCSD1 Public Information Officer to advertise public meetings and parent survey through the Remind app.
- Place Variable Message Board signs outside of the schools prior to meetings to notify the public of the meetings.
- Develop and place a block ad in the local newspaper for two consecutive weeks prior to each meeting.
- Provide an open public comment period to solicit input both at the meeting and for a minimum of two weeks thereafter.
- Conduct a parent survey (both digitally and paper format) soliciting detailed feedback on safe routes to schools and problem areas.
- Coordinate and facilitate with LCSD1 and individual schools in developing and approving the final plan.
- Develop and publish an ad in the local newspaper prior to City/County Planning Commission, County Commission and City Council meetings and final certification process.

### **SAFETY AUDIT**

Perform a safety audit of the current MPO area schools' transportation environment including school zones and travel routes to and from school. Assess safety in these areas for all users, pedestrians, cyclists, and motorists, and review access and connectivity for pedestrians and cyclists. The consultant shall review the recent safety audit information from McCormick Junior High School and Baggs Elementary School for incorporation into this safety audit and supplement where necessary. A safety audit will be performed after discussing concerns with stakeholders, a parent survey, and a first open house meeting. This will help to provide a full assessment of the school transportation environment currently.

### **IDENTIFYING BARRIERS**

The consultant will take a comprehensive approach to identifying barriers to safe arrival to school. These barriers can be physical barriers, traffic operational or safety concerns, and public perception. The consultant will use data collected during the safety audit, public meetings, and parent survey to compile a thorough list of barriers. Consultants will provide a discussion on traffic patterns and crash data, ADA accommodations, sidewalk accessibility, biking routes, crosswalks, functional class barriers, congestion regarding pick-up and drop-off, individual school policies, and public perception and educational outreach.

### **PROPOSING SOLUTIONS**

The consultant will evaluate all proposed solutions while considering the five “E’s” of a Safe Routes to School Plan including Engineering, Education, Enforcement, Encouragement and Evaluation. More information on the five “E’s” can be found at [www.saferoutesinfo.org](http://www.saferoutesinfo.org). All solutions shall be based around goals, which will be finalized after soliciting input from the local community and the Steering Committee. All strategies will be measurable and achievable while taking into account a minimum of four of the five “E’s” with Engineering being an optional strategy if appropriate.

### **DEVELOP AN ACTION PLAN**

The consultant will develop an action plan that clearly identifies barriers with their proposed solutions, strategies for achieving the solutions, timelines for achievement, responsible parties, status, and cost/funding source. The Steering Committee should be relied on heavily for this section when identifying responsible parties and timelines for achievement. This will be comprehensive and shall be created and delivered in two formats:

1. One action plan prioritized for each individual school, and
2. One action plan prioritized for all schools within the study.

### **DELIVERABLES**

The consultant will be responsible for copies for review to MPO/steering committee as needed throughout the project. The consultant will be responsible for providing two hard copies each of the preliminary and final report, along with electronic copies in PDF format. Final mapping GIS Shapefiles will be provided to the MPO.

Specific deliverables are expected to include (but may not be limited to) the following:

1. Complete documentation of the safety audit and supporting documentation.
2. Complete a Safe Routes to School Plan Update with barrier identification, solutions proposed, and an action plan outlined in the Scope of Work.
3. Advertisement design and electronic copies for public participation efforts that may possibly include postcards, newspaper advertisements, and social media, among others.
4. 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.
5. Summary of all public meetings and steering committee meetings to be produced within a week of the event.
6. Power Point presentations prepared for all meetings, and a text summary of all meetings for the MPO website.



7. A memo documenting be included with every invoice, including a summary of work completed during that period, anticipated tasks for the next month and any impacts to the schedule.
8. Electronic copies of all documents, images, photos, shapefiles, maps, draft and final plans.
9. 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."*

## PROPOSAL REQUIREMENTS

To be considered, proposals must be received by the MPO at the following location before **3:00 p.m. MST on April 14, 2023:**

Cheyenne Metropolitan Planning Organization  
2101 O’Neil Avenue, Room 304  
Cheyenne, WY 82001  
Attn: Ginni Stevens, Senior Transportation Planner

Any proposal received after that time shall not be considered and shall be returned unopened to the Proposer. Email or fax submittals shall not be considered.

## PROPOSAL SUBMISSION FORMAT

The MPO will utilize a two-step process for selection through this solicitation. This process dictates that proposers divide their submittals into two parts: a technical proposal and a price proposal. Proposers shall submit their technical proposals and price proposals simultaneously on the date and time specified in this RFP, sealed in separate, clearly marked envelopes, as follows:

### 1. **TECHNICAL PROPOSAL:**

Submit a letter of interest, four (4) copies of the proposal, one (1) PDF file of the proposal emailed to the MPO contact listed below in 1(d). (Please merge all documents relating to your proposal, and all related documents, into one single PDF document). 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 PDF document shall replicate the hard copy submittal exactly. The letter of interest, and hard copies of the proposal shall be submitted in a sealed envelope and clearly marked with the following information:

(a) the phrase “**SAFE ROUTES TO SCHOOL PLAN UPDATE – TECHNICAL PROPOSAL**”

(b) the date and time specified for receipt of proposals.

(c) the name and address of the Proposer.

(d)     Contact:       Ginni Stevens, Senior Transportation Planner  
          Address:       Cheyenne MPO  
                          2101 O’Neil Avenue, Room 304  
                          Cheyenne, WY 82001  
                          [www.plancheyenne.org](http://www.plancheyenne.org)  
          Phone:         307-638-4384  
          Email:         [gstevens@cheynnemppo.org](mailto:gstevens@cheynnemppo.org)

## 2. **PRICE PROPOSAL:**

Price proposals are to be submitted in accordance with the requirements of this section and as follows: Submit one **(1) original copy, with Price Proposal Sheets**, in a separate sealed envelope and clearly marked with the following information:

(a) the phrase “**SAFE ROUTES TO SCHOOL PLAN UPDATE – PRICE PROPOSAL**”

(b) the date and time specified for receipt of proposals.

(c) the name and address of the proposer.

An electronic copy of the Price Proposal **is not** required, one (1) original copy in the Price Proposal envelope is all that is required.

**PROPOSERS ARE INSTRUCTED TO ENSURE THAT ANY PRICING INFORMATION IS NOT INCLUDED IN THE TECHNICAL PROPOSAL OR IN THE PDF ELECTRONIC FILE FOR THE TECHNICAL PROPOSAL.**

**ANY PREMATURE REVIEW OF PRICING INFORMATION THAT IS MISTAKENLY INCLUDED WITH THE TECHNICAL PROPOSAL, WILL BE BASIS FOR PROPOSAL REJECTION.**

## **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 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 on 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 using base hourly rates for all consultants and subs as necessary to complete the Project as specified in the Request for Proposals (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 this contract will be sent to the City Governing Body for approval. All proposals received will be considered public information. 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 by March 28, 2023. 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 March 31, 2023. 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.

**THE MPO WILL CONSIDER AS INCOMPLETE ANY PROPOSAL IN WHICH ALL ADDENDA ARE NOT ACKNOWLEDGED, AND THIS WILL BE A BASIS FOR PROPOSAL REJECTION.**

**ANY ADDENDUM ISSUED SHALL BE INCLUDED/ACKNOWLEDGED AT THE END OF THE TECHNICAL PROPOSAL (Not Included in the Page Count).**

**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 of Cheyenne, Laramie County, Cheyenne MPO, WYDOT, LCSD1, and/or other stakeholders. The committee will conduct interviews for up to three selected consultants 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 price proposal envelope will be opened, and 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 Cheyenne 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 will award the project to the proposing firm that meets the requirements and best meets the needs of the project.

**TENTATIVE SELECTION SCHEDULE (*SUBJECT TO CHANGE*)**

|   |                |
|---|----------------|
| RFP on MPO Website                              | March 17, 2023 |
| Legal Ad in Paper #1                            | March 18, 2023 |
| Legal Ad in Paper #2                            | March 25, 2023 |
| Deadline for Questions                          | March 28, 2023 |
| Answers to Questions (Only on PlanCheyenne.org) | March 31, 2023 |
| Proposals Due (Delivered to Room 304)           | April 14, 2023 |
| Select consultants to be interviewed            | April 25, 2023 |
| In person and/or virtual interviews held        | May 10, 2023   |

**COST**

The Cheyenne MPO has \$276,273.62 budgeted for this project in FY '23 through a federally funded Transportation Alternatives Project grant award through WYDOT. The project shall be completed within the advertised budget for this solicitation. The MPO does not have other funding mechanisms available to complete the described work. The consultant is responsible for completion of all project tasks described within this solicitation. Any overruns or funds expended beyond the project's available budget shall be borne at the sole cost of the awarded consultant. If the consultant feels that portions of the work should be done by others, this should be discussed in the proposal within the modifications to the SCOPE OF WORK.

## First Round Selection Criteria of Proposal

| <b>PROJECT: Safe Routes to School Plan Update</b> |  |                      |   |              |
|---|--|----------------------|---|--------------|
| <b><u>CRITERIA</u></b>                            | <b><u>DESCRIPTION</u></b>  | <b><u>WEIGHT</u></b> | <b><u>SCORE</u><br/><b>(0 - 10)</b></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. (Points awarded as follows: No policy shown in proposal 0 points, policy provided 5 points, demonstrated in team composition 10 points) | <b>5</b>             |   |              |
| <b>Total</b>                                      |  |                      |   | <b>730</b>   |

## Second Round Project Selection Criteria for Interview

| <b>PROJECT: Safe Routes to School Plan Update</b> |   |                      |   |              |
|---|---|----------------------|---|--------------|
| <b><u>CRITERIA</u></b>                            | <b><u>DESCRIPTION</u></b>   | <b><u>WEIGHT</u></b> | <b><u>SCORE</u><br/><b>(0 - 10)</b></b> | <b>TOTAL</b> |
| <b>Related Project Experience</b>                 | How do you rate the overall experience and qualifications of the key consultant team and personnel?   | <b>8</b>             |   |              |
| <b>Grasp of the Project Requirements</b>          | Did the consultant team address the requirements of the Project SCOPE OF WORK?  | <b>10</b>            |   |              |
| <b>Ability to Communicate</b>                     | Overall Impression of the interview (i.e., Organization, teamwork, problem solving ability, and ability to communicate).  | <b>9</b>             |   |              |
| <b>Performance on past projects</b>               | Success on previous projects in the way of project management, project quality, and ability to meet the schedule.   | <b>9</b>             |   |              |
| <b>Project innovations</b>                        | Did the consultant team offer innovative or creative ideas or value-added alternative scoping to enhance the project?   | <b>8</b>             |   |              |
| <b>Familiarity with project</b>                   | Rate the consultant team's knowledge of the community, project area, project constraints, opportunities, and/ or threats?   | <b>10</b>            |   |              |
| <b>Public process and involvement</b>             | 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? | <b>7</b>             |   |              |
| <b>Interview Team</b>                             | Did the personnel who will be assigned key tasks in the project participate in the interview?   | <b>7</b>             |   |              |
| <b>Other</b>                                      | Did the consultant 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?  | <b>5</b>             |   |              |
| <b>Total</b>                                      |   |                      |   | <b>730</b>   |