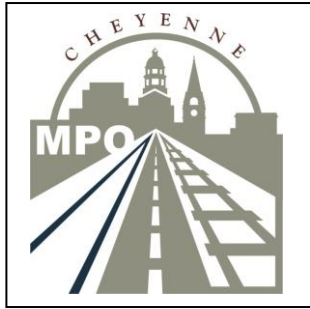


# **Request for Proposals**

**May 2023**



Solicited by the

**Cheyenne Metropolitan Planning Organization**

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**West Crow Creek Greenway Plan**

*Proposal Due: June 9, 2023*

## **PROJECT OVERVIEW**

The Cheyenne Metropolitan Planning Organization (Cheyenne MPO) hereby requests professional services to design 35% plans for Greenway construction along the West Crow Creek section from Martin Luther King Jr. Park to Freedom Elementary School.

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

## BACKGROUND

The idea for a Greenway path in the greater Cheyenne area arose from a grassroots group called the Crow Creek Greenway Committee, which formed in 1990, the driving force behind getting the project started. The first section of Greenway was built in Martin Luther King Jr. Park, and this section is a portion of the scope of this project as well. Thirty years later and with the involvement of the City of Cheyenne, Laramie County, other governmental agencies, The Cheyenne Greenway Foundation, businesses, citizen volunteers and schools, Cheyenne boasts more than 47 miles of completed Greenway path with ongoing efforts for future connections as the city grows.

The Greater Cheyenne Greenway is a 10-foot wide, reinforced concrete path that can be utilized by pedestrians and bicyclists throughout Cheyenne and Laramie County. In designing and building the Greenway every effort is made to separate users from vehicular traffic via under and overpasses and separation from roadways wherever possible to provide for the safety of its users. The Greenway serves as a safe and accessible recreational corridor; a key component of transportation alternatives; an open-air science, ecology, history, and health classroom for students of all ages; and a vital public space integral in building sustainable, vibrant and healthy neighborhoods and a cohesive community. The Greenway connects neighborhoods, schools and socioeconomic divides and is a critical part of the city/county infrastructure.

The intent of the West Crow Creek Greenway plan is to design to 35% plans for the last remaining section of the original Greenway plan developed in 1992 and extend it to Freedom Elementary serving as a connection to Warren Air Force Base and along the Enhanced Use Lease (EUL) coming to the Cheyenne area. Existing Greenway locations can be found in Figure 1.

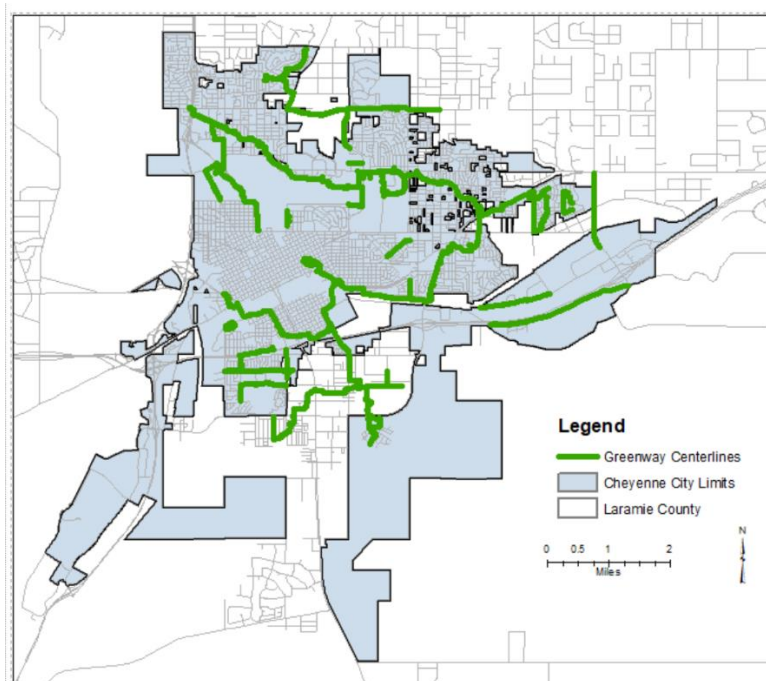


Figure 1: Existing Greenway

STUDY AREA MAP

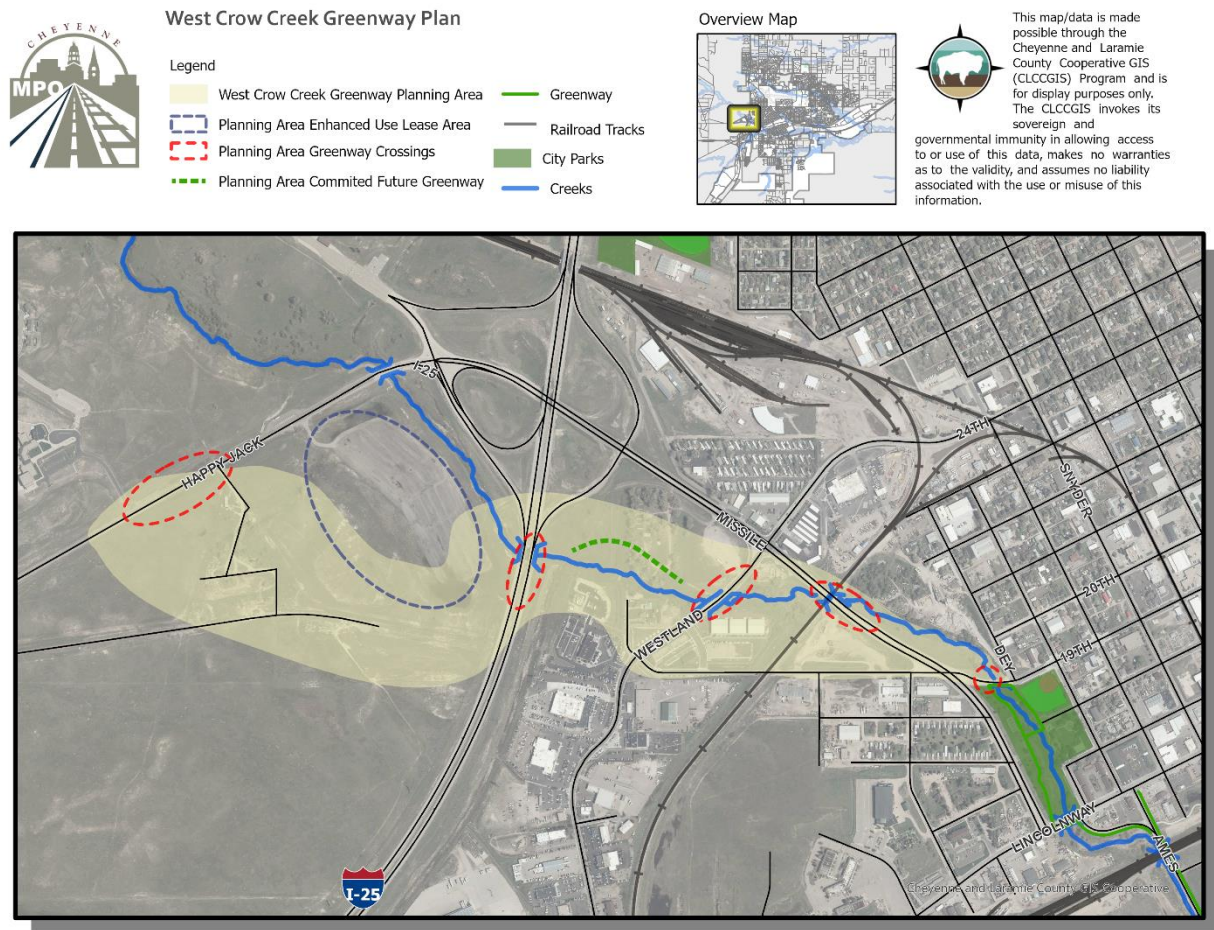


Figure 2: Study Area with Crossings

## **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:

- Work closely with City Engineering regarding the drainage and alignment at 19<sup>th</sup> Street and Missile Drive while reviewing the *Missile Drive Corridor Plan* MPO 2010
- *Cheyenne Area On-Street Bicycle Plan and Greenway Plan Update*, Cheyenne MPO 2012
- *Missile Drive Corridor Plan*, Cheyenne MPO 2010
- *Cheyenne Metropolitan Area Pedestrian Plan and Safe Routes to School Plan*, Cheyenne MPO 2010
- *Greenway Master Plan*, Cheyenne MPO 1992

### **EXISTING DATA**

The Cheyenne MPO will provide the existing mapping and GIS data (including contours), reports, and project information. Crash data can be obtained through WYDOT. 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 and Engineering, County Public Works and Planning, WYDOT, FE Warren Air Force Base, and the Cheyenne 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. The consultant will present the status of the project to the MPO Policy, Technical, and Citizens' Advisory Committee Meetings after a draft plan has been submitted, or 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 and Planning, Laramie County Public Works and Planning, Greenway Advisory Committee, and FE Warren Air Force Base. Public meetings will be addressed in the Public Involvement section of this document.

### **PUBLIC INVOLVEMENT**

Extensive effort will be made with residents, landowners, and greenway users 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, 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.
  - Place Variable Message Board signs outside of the meeting locations prior to meetings to notify the public of the opportunity to comment.
  - Place a block ad in the paper a minimum of one time prior to each meeting notifying the public.
  - Provide an open public comment period to solicit input both at the meeting and for a minimum of two weeks thereafter.
- Publish an ad in the paper prior to City/County Planning Commission, County Commission and City Council meetings prior to final certification process notifying the public of comment opportunity.

### **GREENWAY DESIGN**

The Cheyenne MPO is soliciting a 35% design plan for designing Greenway from Martin Luther King Jr. Park to Freedom Elementary School. The plan should revitalize the Greenway that exists through Martin Luther King Jr. Park as it is asphalt and does not meet current Greenway design standards of a 10-foot concrete path.

This section of Greenway is the last remaining unbuilt section from the original 1992 Greenway Development Plan. One reason it remains unbuilt is due to challenging terrain and road crossings. The Cheyenne MPO would like a consultant to design this section of Greenway while thinking creatively to ensure safety of users, while taking into consideration alternative pathways to ensure the project is feasible and cost effective.

This Greenway section presents challenging roadway crossings at the following locations:

- 19<sup>th</sup> Street,
- BNSF overpass at Missile Drive,
- Westland Road,
- Interstate 25, and
- Happy Jack Road.





*Photo 1 Culverts underneath 19th Street looking towards Missile Drive*

These crossings along with the steep and varied terrain of the area will require the consultant to think creatively and design alternatives. One alternative that is already being discussed is turning Old Happy Jack Road into a cul-de-sac, and having the Greenway travel down that alignment to avoid traveling under the narrow BNSF overpass at Missile Drive. These crossings are highlighted in Figure 2. Existing structure analysis for any overpasses will be completed by the consultant as well as any underpasses. The consultant will be expected to work closely with City Engineering on their continuing work on the 19<sup>th</sup> Street and Missile Drive drainage through an awarded BRIC Grant. The consultant should coordinate closely with City Engineering to ensure the most updated information from that grant study is incorporated into this plan.



*Photo 2 Narrow passage under the BNSF bridge at Missile Drive*

The Greenway should be designed so that it travels past the future Cowboy Dodge location at the corner of Missile Drive and Westland Road as they have committed to building a future Greenway section along their property. Additionally, as this section of Greenway is intended to be a connector



to FE Warren Air Force Base, the design should travel along the Enhanced Use Lease (EUL) that will be coming to the area to provide additional recreational access for users.



*Photo 3 Looking towards I-25 overpass along Crow Creek*

The City of Cheyenne has recently purchased much of the land along the creek where the Greenway will be located. Additional purchases may be required. Consultants will be expected to provide land ownership information for Greenway alignment. The consultant will also be required to hold discussions with interested parties (US Army Corp of Engineers, WYDOT, FE Warren Air Force Base, City Engineering, etc.) and provide fact finding of results in the plan's final report.

The City of Cheyenne and the GIS Cooperative currently have recent 2-foot contours of the area and will provide them to the consultant. If the consultant believes a more detailed survey will be needed, the City of Cheyenne and the GIS Cooperative may be able to provide this information at little cost.



*Photo 4 Looking toward Freedom Elementary School across Happy Jack Road*

## DELIVERABLES

The consultant will be responsible for miscellaneous copies for review by the MPO/steering committee as needed throughout the project. The consultant will be responsible for providing two hard copies each of the draft 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 are not limited to, the following:

1. Complete 35% design plan for the West Crow Creek Greenway plan from Martin Luther King Jr. Park to Freedom Elementary School, including ownership information along the Greenway corridor,
2. Advertisement, design and electronic copies for public participation efforts that may possibly include postcards, newspaper advertisements, and social media, among others.
3. Displays for staff, steering and/or public meetings including maps, display boards, handouts, surveys, and sign-in sheets. These will be available as electronic copies to the MPO for review at a minimum of 4 business days prior to meetings and summaries of surveys promptly upon completion.
4. Summary of all public meetings and steering committee meetings to be produced within a week of the event.
5. Power Point presentations prepared for all meetings, and a text summary of all meetings for the MPO website.
6. Documentation of progress shall be included with every invoice.
7. Electronic copies of all documents, images, photos, shapefiles, maps, draft plans and final plans.
8. 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 June 9, 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 “**WEST CROW CREEK GREENWAY PLAN – 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@cheyennempo.org](mailto:gstevens@cheyennempo.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 “**WEST CROW CREEK GREENWAY PLAN – 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 above 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 May 23, 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 May 26, 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, 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	May 10, 2023
Legal Ad in Paper #1	May 13, 2023
Legal Ad in Paper #2	May 20, 2023
Deadline for Questions	May 23, 2023
Answers to Questions (Only on PlanCheyenne.org)	May 26, 2023
Proposals Due (Delivered to Room 304)	June 9, 2023
Select consultants to be interviewed	June 20, 2023
In person and/or virtual interviews held	June 29, 2023

## COST

The Cheyenne MPO has \$120,000 budgeted for this project in FY '23 Unified Planning Work Program. The Cheyenne 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 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: West Crow Creek Greenway Plan</b>				
<b><u>CRITERIA</u></b>	<b><u>DESCRIPTION</u></b>	<b><u>WEIGHT</u></b>	<b><u>SCORE</u> <u>(0 - 10)</u></b>	<b><u>TOTAL</u></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>				

## Second Round Project Selection Criteria for Interview

<b>PROJECT: West Crow Creek Greenway Plan</b>				
<b><u>CRITERIA</u></b>	<b><u>DESCRIPTION</u></b>	<b><u>WEIGHT</u></b>	<b><u>SCORE</u> (0 - 10)</b>	<b><u>TOTAL</u></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>				