

Request for Qualifications

September 16, 2025



Solicited by the
Cheyenne Metropolitan Planning Organization

East Allison Rd Corridor

Qualification Statement Due: October 10, 2025

PROJECT OVERVIEW

The Cheyenne Metropolitan Planning Organization (Cheyenne MPO) hereby requests qualification statements so that a professional firm may be selected to develop an East Allison Rd Corridor Study with Recommendations.

Cheyenne Metropolitan Planning Organization
Mailing Address - 2101 O'Neil Avenue, Room 304
Cheyenne, Wyoming 82001
(307) 638-4308

**Cheyenne Metropolitan Planning Organization
On behalf of Laramie County Wyoming**

REQUEST FOR QUALIFICATIONS

East Allison Rd Corridor

The Cheyenne Metropolitan Planning Organization (MPO) invites qualified consultants with proven expertise in developing and delivering corridor studies to submit statements of qualifications for this project.

Project Overview

The Cheyenne Metropolitan Planning Organization (Cheyenne MPO), in coordination with Laramie County, is soliciting Statements of Qualifications (SOQ) from qualified firms to complete a Corridor Study of East Allison Road in South Cheyenne, Wyoming. The study area runs from South Greeley Highway (US 85) east to the cul-de-sac on the west end on Allison Rd connecting to College Drive (WYO 212), a corridor length of approximately 1.25 miles.

To support future design and implementation, this study will analyze multimodal mobility, traffic demand, safety, stormwater drainage, access management, and roadway infrastructure across the corridor. East Allison Road serves residential neighborhoods, industrial developments, and areas identified for future growth.

Project Segments

The study area will be evaluated in three distinct segments:

Segment 1: East Allison Rd from South Greeley Highway (US 85) east to Avenue C (Approximately \$2.43 million is programmed for the reconstruction of East Allison Rd between South Greeley Highway and Avenue C)

Segment 2: East Allison Rd from Avenue C east to the current west end of improved Allison Rd in Niobrara Industrial Park (just east of Avenue C)

Segment 3: Existing Allison Road section from a cul-de-sac on the west end on Allison Rd in Niobrara Industrial Park, connecting to College Drive (WYO 212). Only the Intersections of Allison Rd & Energy Drive and Allison Rd & College Drive will be analyzed for LOS.

Each segment may require distinct improvement strategies and should be addressed independently and as part of the overall corridor strategy.

Purpose of the Study

This corridor is a critical east-west connector in South Cheyenne. It supports multiple land uses and is poised to accommodate increased traffic from new residential and industrial development.

The project will:

- Guide future roadway reconstruction
- Improve traffic operations and safety
- Address multimodal needs (pedestrians, bicycles, and transit)
- Mitigate drainage issues and define outfall locations

Scope of Work

The consultant will be responsible for the following:

1. **Existing Conditions Analysis**
 - Traffic volumes, operations, and safety data
 - Pavement conditions and roadway geometry
 - Utility infrastructure and conflicts
 - Surface drainage patterns and deficiencies
2. **Stormwater Drainage Needs**
 - Assess existing surface drainage and flooding issues along the corridor
 - Identify and recommend two stormwater outfall locations to discharge into **Allison Draw**
 - Evaluate right-of-way impacts and construction feasibility for new drainage infrastructure
3. **Public and Stakeholder Engagement**
 - Develop and execute a public outreach and communication plan
 - Conduct stakeholder interviews, steering committee updates, and public meetings
4. **Conceptual Roadway Design Options**
 - Multimodal considerations: sidewalks, bike lanes, shared-use paths
 - Access management strategies
 - Safety and capacity improvements for each segment
 - Drainage design concepts for surface conveyance and outfalls
5. **Right-of-Way Identification and Phasing**
 - Determine ROW needs for each segment and proposed outfall locations
 - Provide phasing options for implementation and coordination with future developments
6. **Planning-Level Cost Estimates**
 - Provide cost estimates for each segment and recommended alternatives
 - Include stormwater improvements and right-of-way acquisition in estimates

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 two (2) hard copies of both the draft and final reports, along with electronic copies in PDF format. Final mapping GIS Shapefiles will be provided to the MPO and Laramie County. The selected consultant will provide:

- Draft and Final Corridor Study Reports (two (2) hard copies each + digital PDF)
- GIS shapefiles and mapping for roadway and drainage concepts
- Digital materials suitable for web display
- Meeting summaries, presentation materials, comment responses
- Drainage modeling exhibits and diagrams
- Planning-level cost estimates and phasing plans
- Disclaimer text for FHWA/FTA grant compliance

PUBLIC INVOLVEMENT

An effort will be made to obtain public input from Laramie County residents and developers. The consultant must lead a public process aligned with the MPO's Public Participation Plan. This includes:

- At least two public open houses or meetings/events
- Stakeholder engagement with local residents, landowners, and developers
- Public input collection through digital surveys or tools
- Final presentations to MPO and Laramie County governing bodies

MEETING REQUIREMENTS

Meetings and Presentations

A Project Steering Committee will be formed and utilized for this project, consisting of City of Cheyenne, Laramie County, Cheyenne MPO, and WYDOT during the project. The consultant will have 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. Expected meetings include:

- Kickoff with staff and stakeholders
- Monthly coordination calls
- Pre-public meeting reviews
- Presentations to:
 - MPO Technical Advisory Committees
 - MPO Policy Committee

Existing Data

The MPO and Laramie County will provide base mapping, GIS files, and relevant traffic data. The consultant is expected to rely on existing resources where feasible and identify any additional data needs in the submitted qualifications.

Qualification Statement Submission Format

The MPO will utilize a three-step process for selection through this solicitation. The MPO will advertise the RFQ twice, seven days apart, with a 2-week submission deadline after the second advertisement. The Qualification Statement shall be submitted in the outline described in Step 1. The signer of the Qualification Statement must declare that the person(s), companies or parties interested in the contract as principals are named therein; that it is, in all respects, fair and in good faith without collusion or fraud; and that the signer of the Qualification Statement has the authority to bind the principal proposer.

1. **Step 1** - Consultants will provide the Cheyenne MPO with a Qualification Statement which demonstrates that their firm is qualified to conduct the proposed project. Each section within the Qualification Statement shall be clearly defined for easy reference. **Do not** include any cost or budget information. The Qualification Statement will include:
 - a. **Cover Letter** - limited to a maximum of two (2) pages (i.e., two sheets both front and back) and must be submitted on company letterhead. Your cover letter should address the capabilities of your firm to provide the services described in the scope of work and demonstrate why your firm is best suited for this solicitation.
 - b. **Past Work Examples** – Provide summaries of up to three (3) recent projects completed by your firm that demonstrate that your firm has experience doing the work requested, limited to one (1) page per example. (i.e., one sheet both front and back).
 - c. **Public Input Tools** – In two (2) pages i.e., two sheets both front and back), explain what public input tools your firm has at its disposal for involving the public and collecting their input for this specific study.
 - d. **Resumes** - Responding proposers should submit resumes of key personnel who would comprise the individuals that would be working on the project, limited to one (1) page per resume. (i.e., one sheet both front and back).
2. **Step 2** – Within two weeks of receiving the Statement of Qualifications, the MPO and/or the MPO's selection committee may choose to request formal interviews with the consultant(s) if further information is needed to select a firm. If the MPO and/or the MPO's selection committee are satisfied and able to select a firm based on the QS, the MPO will move to Step 3 with the top firm. However, if needed the MPO will select one (1) or more, qualified firms for a detailed presentation and interview. The number selected shall be based upon the complexity of the project and the qualifications of consultants, and the interviews shall include a review of each firm's qualifications, approaches to the project, ability to furnish required professional services, and use of alternative methods for

furnishing required professional services based on the MPO's description of the work. The Statement of Qualifications will be ranked utilizing the attached ***"First Round Selection Criteria of Qualification Statement"***. The MPO and/or the Selection Committee will schedule the formal interview(s) approximately two weeks out so that the firm(s) may prepare. If the Selection Committee is unsatisfied with the results of the interviews, the MPO may select additional firms for interviews. The interview format will include:

- a. Up to a thirty-minute presentation
- b. Up to twenty-minute questions and answers

After interview(s) are held a second ranking will be prepared by the selection committee by filling out the attached ***"Second Round Project Selection Criteria for Interview"***. Based on the highest score from the weighted criteria ranking, the top firm will then be asked to prepare a project fee and time schedule.

3. **Step 3** - The selected firm will be asked to prepare a detailed fee proposal and scope of work and schedule at their own expense. This firm will have two (2) weeks to prepare these elements for attachment to an MPO contract as Exhibit A – Scope of Work, Exhibit B – Detailed Project Budget by task and Exhibit C – Project Schedule. The MPO committee will review the cost and SOW. If the selected firm does not have an up-to-date audit of approved fees and employee hourly rates on file with WYDOT, a rate review will be performed by WYDOT. If the fee and SOW cannot be agreed to, the MPO will move on to the second-place firm.

Please Note:

- a) If it is determined that no firm is qualified for the project, the MPO reserves the right to reconsider the request for Qualification Statements.
- b) 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.
- c) All Qualification Statements 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 QS.
- d) Contents of QS 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 October 7, 2025. Any written question of a proposer regarding the meaning or interpretation of the RFQ, 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 RFQ and placed only on the MPO webpage by October 9, 2025. No technical assistance shall be given by the MPO to any proposer in preparation of its Qualification Statement.

Any or all changes, additions, or clarifications about this RFQ 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 RFQ.

Any addendum issued on www.plancheyenne.org shall be included/acknowledged at the end of the QS.

NOTE: Contact by the consultant or their proposed subconsultants with any City of Cheyenne, Laramie County, Cheyenne MPO, or WYDOT personnel regarding this RFQ, during the selection process, will be cause for disqualification.

RFQ Statement Requirements

To be considered, Qualification Statements (QS) must be received by the MPO at the following location before **3:00 p.m. MST on October 10, 2025:**

Cheyenne Metropolitan Planning Organization
2101 O'Neil Avenue, Room 304
Cheyenne, WY 82001
Attn: Christopher Yaney, MPO Director

Any QS received after that time shall not be considered. Email, fax, or submittals not meeting the criteria shall not be considered.

Please note:

This project uses federal passthrough funding from WYDOT. The selected firm will be required to use audited or negotiated rates on file with WYDOT or another state DOT. If a firm has none or the rates are over 2 years old, a review of rates will be conducted by WYDOT prior to contract finalization.

Selection Process

The Cheyenne MPO follows the qualification-based selection found in The Brooks Act, Public Law 92-582. The Cheyenne MPO will select the proposed firm that meets the requirements and best meets the needs of the project.

Tentative Selection Schedule (subject to change)

RFQ on MPO Website	September 16, 2025
Legal Ad in Newspaper #1	September 20, 2025
Legal Ad in Newspaper #2	September 27, 2025
Deadline for Questions	October 7, 2025
Answers to Questions (Only on PlanCheyenne.org)	October 9, 2025
Qualification Statement Due (Delivered to Room 304)	October 10, 2025
MPO selects top firm or decides if going to interviews	October 24, 2025
Select consultant(s) to be interviewed if necessary	November 7, 2025

Cost

The budget for this project can be found in the FY '25 Unified Planning Work Program and scheduled to be approximately \$180,000.00. The Cheyenne MPO reserves the right to revise 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 detailed in the Qualification Statement.

First Round Selection Criteria of Qualification Statement

PROJECT: East Allison Rd Corridor				
<u>CRITERIA</u>	<u>DESCRIPTION</u>	<u>WEIGHT</u>	<u>SCORE</u> (0 - 10)	<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 QS quality	Readability, completeness, brevity, and organization of the written QS.	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		
Total				

Second Round Project Selection Criteria for Interview (IF HELD)

PROJECT: East Allison Rd Corridor				
<u>CRITERIA</u>	<u>DESCRIPTION</u>	<u>WEIGHT</u>	<u>SCORE</u> <u>(0 - 10)</u>	<u>TOTAL</u>
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 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				