

REQUEST FOR PROPOSALS

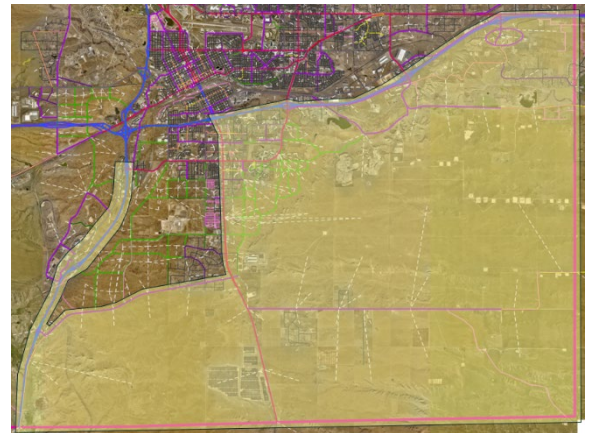
Southeast MPO Future Road Network Study

Project Location

Study Area

The study area encompasses the southeastern portion of the Cheyenne Metropolitan Planning Area (MPA), generally described as follows:

- **North Boundary:** Generally follows portions of the Interstate 80 corridor, the US 85 (South Greeley Highway) corridor, the Terry Ranch Road corridor, and the Interstate 25 corridor along the southern edge of the existing developed urban area within the Cheyenne Metropolitan Planning Area.
- **East Boundary:** The eastern boundary of the Cheyenne Metropolitan Planning Area, extending from Interstate 80 south to the Wyoming State line.
- **South Boundary:** The southern boundary of the Cheyenne Metropolitan Planning Area along the Wyoming State line.
- **West Boundary:** Generally follows the Interstate 25 corridor, including the Clear Creek Drive corridor west of Interstate 25, from the College Drive interchange south to the Wyoming State line, corresponding with the western boundary of the Cheyenne Metropolitan Planning Area.



Cheyenne Metropolitan Planning Organization

2101 O'Neil Avenue, Room 304
Cheyenne, WY 82001

Proposals Due August 12, 2026

BACKGROUND:

The Cheyenne Metropolitan Planning Organization (Cheyenne MPO) hereby requests professional consulting services to conduct the Southeast MPO Future Road Network Study. The consultant will conduct all tasks identified in the **SCOPE OF WORK**.

This study will establish a future multimodal transportation network that supports planned growth, freight mobility, regional connectivity, and long-term transportation system performance. The Cheyenne MPO intends to update the Travel Demand Model to include roadway network and to analyze the proposed roadway network, determine functional classifications, evaluate levels of service, identify critical intersections projected to operate at LOS E or F, and recommend improvements needed to support future growth.

REQUEST FOR PROPOSALS (RFP)

The Cheyenne Metropolitan Planning Organization (Cheyenne MPO) is requesting proposals from qualified consultants for the following:

Southeast MPO Future Road Network Study

Qualifications based selection criteria will be used to analyze proposals from responding consultants. The most qualified consultant teams will be evaluated by a selection committee. Upon completion of technical ranking and/or interviews if required, Cheyenne MPO will enter into negotiations with the top ranked firm. Cheyenne MPO reserves the right to reject any or all submittals.

All proposals received by 3:30 p.m. (Mountain Time) on Wednesday, August 12, 2026, at the Cheyenne MPO's office will be given equal consideration. Minority, women-owned and disadvantaged business enterprises are encouraged to apply. Respondents shall submit one electronic PDF of the proposal. A cost proposal shall not be submitted with the proposal and will only be requested from the highest-ranked consultant during contract negotiations. The full length of the proposal should not exceed 30 pages (double sided); including any supporting material, cover sheet, resumes, charts, or tables.

A PDF of the proposal may be emailed or delivered by USB. Proposals shall be delivered to the contact below:

Christopher Yaney
Cheyenne MPO
2101 O'Neil Ave, Room 304
Cheyenne, WY 82001
307-638-4308
cyaney@cheyennecity.org

PROJECT OVERVIEW:

The Cheyenne MPO is conducting the Southeast MPO Future Road Network Study to identify and plan future roadway connections needed to support anticipated growth in southeast Cheyenne. The study area is generally bounded by I-80 to the north, South Greeley Highway to the west, the eastern MPO boundary line to the east, and the southern MPO boundary line/State line to the south.

The study will evaluate existing transportation conditions, future growth and development, roadway connectivity needs, and traffic operations. The study will also evaluate the role of Division Avenue as a potential north-south corridor and determine its ability to function as a parallel route to US 85 (South Greeley Highway) to improve regional mobility, traffic distribution, freight movement, and system resiliency. Using the MPO Travel Demand Model, the Consultant will analyze future traffic patterns, identify roadway segments and intersections that may experience congestion, and recommend improvements needed to support long-term growth.

The study will develop a future roadway network, recommend functional classifications for proposed roadways, identify critical intersections, and establish corridor preservation strategies for future transportation improvements. Planning-level cost estimates and an implementation plan will be developed to help guide future transportation investments by the MPO, City of Cheyenne, Laramie County, and WYDOT.

Public involvement will be a key component of the study and will include stakeholder coordination, public open houses, variable message boards, postcards, and other outreach efforts to gather public input and inform the planning process.

The final study will provide a roadmap for future transportation improvements and support updates to the MPO's Travel Demand Model, Connect 2050 Metropolitan Transportation Plan, and other local and regional transportation planning efforts.

Purpose of Request

The Cheyenne Metropolitan Planning Organization (MPO) is requesting consultant services to conduct the Southeast MPO Future Road Network Study. The purpose of the study is to identify and plan future roadway connections needed to support anticipated growth and development in southeast Cheyenne.

The study will evaluate future roadway corridors, update the MPO Travel Demand Model, forecast future traffic volumes, analyze roadway and intersection operations, and identify transportation improvements needed to maintain mobility and safety. The study will also recommend future roadway functional classifications, identify critical intersections, develop planning-level cost estimates, and establish an implementation strategy for future transportation improvements.

The final study will provide a long-range transportation roadmap to help the Cheyenne MPO, City of Cheyenne, Laramie County, and WYDOT plan for growth, preserve future transportation corridors, and prioritize future transportation investments.

Project Narrative

The Cheyenne MPO is conducting the Southeast MPO Future Road Network Study to plan for future growth and transportation needs in southeast Cheyenne. The study area is generally bounded by I-80 to the north, South Greeley Highway to the west, the eastern MPO boundary to the east, and the southern MPO boundary to the south.

The study will identify future roadway connections needed to improve mobility, support development, and maintain a safe and efficient transportation system. The study shall evaluate Division Avenue as a potential future north-south corridor that could serve as a parallel route to US 85, including its role in accommodating future traffic demand, supporting freight movement, improving network connectivity, and enhancing transportation system redundancy. The Consultant will evaluate existing conditions, future growth, roadway connectivity, and traffic operations to develop a recommended future roadway network.

The study will include updates to the MPO Travel Demand Model, traffic forecasting, functional classification recommendations, level of service analysis, and identification of critical intersections that may require future improvements. The study will also identify corridors that should be preserved for future transportation projects and develop planning-level cost estimates and an implementation strategy.

The study will also evaluate, at a planning level, the potential transportation impacts of future Wyoming Port of Entry relocation scenarios along the US 85 and I-25 corridors, if supported by available planning information and coordinated with WYDOT.

Public involvement will include stakeholder meetings, public open houses, variable message boards, postcards, and other outreach efforts to gather input throughout the study.

The final study will provide a long-range transportation roadmap to help the Cheyenne MPO, City of Cheyenne, Laramie County, and WYDOT plan for future growth, preserve transportation corridors, and prioritize future transportation improvements.

Project Schedule

The Consultant shall propose a detailed project schedule for completion of the Southeast MPO Future Road Network Study. The anticipated project duration is six (6) to nine (9) months from Notice to Proceed. Consultants shall demonstrate their ability to complete the project within the required six (6) to nine (9) month timeframe through the preliminary project schedule, proposed staffing plan, project management approach, and technical resources presented in their proposal.

The schedule shall include, at a minimum:

- Project Kickoff Meeting
- Existing Conditions Assessment

- Growth and Development Analysis
- Future Roadway Network Alternatives
- Public Open House #1
- Travel Demand Model Update and Analysis
- Functional Classification Recommendations
- LOS and Critical Intersection Analysis
- Public Open House #2
- Draft Final Report
- MPO Technical Committee Presentation
- MPO Policy Committee Presentation
- City Council Workshop Presentation
- Laramie County Board of County Commissioners Presentation
- Final Report Submission

The Consultant shall include a preliminary project schedule with its proposal identifying major tasks, milestones, deliverables, review periods, and public involvement activities necessary to complete the project within the required six (6) to nine (9) month timeframe.

The detailed project schedule shall be finalized following consultant selection, approved by the Cheyenne MPO, and incorporated into the Professional Services Agreement.

Suggested Project Timeline - The following timeline illustrates the Cheyenne MPO's anticipated project schedule. Consultants may propose modifications to the sequencing of tasks; however, the project shall be completed within the required six (6) to nine (9) month timeframe.

Project Phase	Major Activities
Month 1	• Project Kickoff Meeting • Existing Conditions Assessment • Data Collection • Growth and Development Analysis
Month 2	• Future Transportation Network Alternatives • Initial Travel Demand Model Updates
Month 3	• Public Open House #1 • Preferred Future Transportation Network Development
Month 4	• Traffic Forecasting • Functional Classification Evaluation • Level of Service Analysis
Month 5	• Critical Intersection Analysis • Corridor Preservation Recommendations • Planning-Level Cost Estimates
Month 6	• Draft Final Report • MPO Technical Committee Presentation • MPO Policy Committee Presentation • Public Open House #2

Month 7-9 (if needed)	• Final Revisions • City Council Workshop Presentation • Laramie County Board of County Commissioners Presentation • Policy Committee Presentation for Final Approval • Final Report Submission
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The Consultant may recommend modifications to the schedule; however, the proposed schedule shall not exceed nine (9) months without prior written approval from the Cheyenne MPO.

Scope of Work and Performance Tasks

The Cheyenne Metropolitan Planning Organization (MPO) seeks consultant services to establish a future transportation network for the southeast portion of the MPO planning area. The study will support long-range transportation planning, future growth management, corridor preservation, and updates to the MPO Travel Demand Model.

The study area is generally bound by:

- **North Boundary:** Generally follows portions of the Interstate 80 corridor, the US 85 (South Greeley Highway) corridor, the Terry Ranch Road corridor, and the Interstate 25 corridor along the southern edge of the existing developed urban area within the Cheyenne Metropolitan Planning Area.
- **East Boundary:** The eastern boundary of the Cheyenne Metropolitan Planning Area, extending from Interstate 80 south to the Wyoming State line.
- **South Boundary:** The southern boundary of the Cheyenne Metropolitan Planning Area along the Wyoming State line.
- **West Boundary:** Generally follows the Interstate 25 corridor, including the Clear Creek Drive corridor west of Interstate 25, from the College Drive interchange south to the Wyoming State line, corresponding with the western boundary of the Cheyenne Metropolitan Planning Area.

The Consultant shall identify and evaluate future roadway corridors, analyze transportation system performance, recommend roadway functional classifications, identify future congestion locations, determine operational improvements, and develop a phased implementation strategy to support future residential, commercial, industrial, logistics, energy, and employment growth throughout the study area.

Task 1 – Project Management and Coordination

The Consultant shall provide overall project management, coordination, scheduling, budgeting, and quality control throughout the study.

Responsibilities shall include:

- Conduct a project kickoff meeting with MPO staff.
- Coordinate regularly with MPO staff.
- Prepare monthly progress reports and invoices.
- Conduct project status meetings.
- Attend and present at MPO Technical Committee, MPO Policy Committee, City Council Workshop and Laramie County Board of County Commissioners meetings as requested.

- Develop and maintain a detailed project schedule identifying key milestones, deliverables, public involvement activities, critical review periods, and opportunities to perform project tasks concurrently to complete the study within six (6) to nine (9) months.

Deliverables

- Project Management Plan
- Project Schedule
- Monthly Progress Reports
- Meeting Summaries

Task 2 – Existing Conditions Assessment

The Consultant shall collect, review, and evaluate existing transportation conditions within the study area.

The assessment shall include:

- Existing roadway network
- Functional classifications
- Traffic volumes
- Freight movement patterns
- Existing and planned developments
- Existing land use
- Planned land use
- Utility corridors
- Environmental constraints
- Topographic considerations
- Existing transportation studies
- WYDOT plans and studies
- City and County planning documents
- Connect 2050 Metropolitan Transportation Plan
- Transportation Improvement Program (TIP)
- Existing MPO Travel Demand Model
- Existing conditions, roadway characteristics, traffic operations, and connectivity along the Division Avenue corridor.

The Consultant shall identify transportation deficiencies, connectivity gaps, and constraints affecting future transportation planning.

Deliverables

- Existing Conditions Technical Memorandum
- Existing Conditions Mapping
- GIS Database

Task 3 – Growth, Land Use, and Development Analysis

The Consultant shall evaluate future growth trends and development opportunities within the study area.

The analysis shall include:

- Existing development patterns
- Future land use assumptions
- Residential growth
- Commercial growth
- Industrial development
- Freight and logistics activity
- Data center development
- Renewable energy development
- Employment growth
- Regional transportation demands
- Evaluate the potential transportation impacts associated with future relocation of the Wyoming Port of Entry facilities along the US 85 and I-25 corridors, if supported by available planning information and coordinated with WYDOT.

The Consultant shall coordinate with the Cheyenne MPO, City of Cheyenne, Laramie County, WYDOT, local agencies, property owners, and major stakeholders to develop future growth assumptions for transportation modeling.

Deliverables

- Growth and Development Assessment Memorandum

Task 4 – Future Transportation Network Development

The Consultant shall develop a future transportation network that supports long-term growth and regional mobility.

The Consultant shall:

- Identify future arterial corridors.
- Identify future collector corridors.
- Evaluate local street connectivity.
- Identify new east-west roadway connections.
- Identify new north-south roadway connections.
- Evaluate regional access needs.
- Evaluate freight movement corridors.
- As part of the evaluation of future roadway network alternatives, the Consultant shall evaluate Division Avenue as a potential north-south arterial and determine its ability to function as a parallel route to US 85 (South Greeley Highway) to improve regional mobility, freight movement, traffic distribution, and transportation system resiliency. The evaluation shall identify roadway improvements, intersection improvements, and network connections necessary for Division Avenue to function as a regional transportation corridor.
- Consider multimodal transportation opportunities.
- Identify potential bridge, interchange, or grade separation needs.
- Evaluate corridor preservation opportunities.
- Consider potential future Wyoming Port of Entry relocation scenarios along the US 85 and I-25 corridors, if supported by available planning information, and identify roadway

network improvements necessary to support freight mobility, regional access, and efficient truck movements.

The Consultant shall develop and evaluate multiple network alternatives before identifying a preferred future roadway network.

Deliverables

- Alternative Transportation Network Maps
- Preferred Transportation Network Plan
- GIS Network Files
- Division Avenue Corridor Planning Evaluation

Task 5 – Travel Demand Model Update and Traffic Forecasting

The Consultant shall update the Cheyenne MPO Travel Demand Model to incorporate the recommended future roadway network and anticipated growth within the study area. The model update shall be used to evaluate future traffic conditions, identify transportation system deficiencies, and support development of the recommended roadway network.

The Consultant shall:

- Review and update roadway network coding within the study area.
- Incorporate the recommended future roadway network into the MPO Travel Demand Model.
- Update land use and growth assumptions in coordination with the MPO and local agencies.
- Review and update socioeconomic data as necessary to support model forecasting.
- Forecast future traffic volumes for the year 2050 consistent with the Connect 2050 Metropolitan Transportation Plan.
- Evaluate future travel patterns and traffic distribution throughout the study area.
- Identify roadway corridors and intersections projected to experience congestion or operational deficiencies.
- Analyze overall network performance and identify transportation improvements needed to support future growth.
- Develop traffic forecasts for major proposed roadway corridors and key intersections.
- Evaluate the planning-level traffic and operational impacts associated with the potential relocation of the Wyoming Port of Entry facilities on the future roadway network, including changes in freight travel patterns and access along the US 85 and I-25 corridors, if applicable.
- Evaluate future travel demand and traffic redistribution associated with development of Division Avenue as a parallel corridor to US 85.
- Analyze the operational benefits of the Division Avenue corridor on US 85, Interstate 80, and the surrounding roadway network.

The Travel Demand Model analysis shall focus on the preferred future roadway network and provide planning-level forecasts suitable for transportation planning, corridor preservation, and future project prioritization.

Deliverables

- Travel Demand Model Update and Documentation
- Future Traffic Forecast Memorandum
- Existing and Future Traffic Volume Maps
- Network Performance Summary
- Identification of Congested Corridors and Critical Intersections
- Travel Demand Model Files and Network Coding Files in Editable Format
- Updated MPO Travel Demand Model User Documentation

Task 6 – Functional Classification Evaluation

The Consultant shall recommend future functional classifications for all proposed roadway segments.

The evaluation shall consider:

- Mobility function
- Access function
- Connectivity
- Regional significance
- Freight movement
- Traffic demand
- Future development patterns

Functional classification recommendations shall be coordinated with the Cheyenne MPO, Laramie County, WYDOT, and FHWA, as appropriate, and shall include documentation supporting the recommended classifications.

Deliverables

- Functional Classification Recommendations
- Functional Classification Maps

Task 7 – Level of Service, Capacity, and Operations Analysis

The Consultant shall conduct a planning-level evaluation of future transportation system performance to identify roadway corridors and intersections that may experience congestion or operational deficiencies as growth occurs within the study area.

The analysis shall focus on major roadway corridors and key intersections identified through the Travel Demand Model and future roadway network evaluation.

The Consultant shall:

- Evaluate existing and future traffic operations on major roadway corridors.
- Analyze planning-level roadway segment capacity and level of service.
- Evaluate key signalized and unsignalized intersections identified through the Travel Demand Model.
- Identify roadway segments and intersections projected to operate at LOS D, E, or F under future conditions.
- Identify locations where congestion, delay, or operational deficiencies may affect mobility and connectivity.

- Evaluate the operational impacts of the recommended future roadway network.
- Develop planning-level recommendations to improve traffic operations and accommodate future growth.
- Evaluate how the Division Avenue corridor affects future roadway operations, traffic distribution, and level of service on US 85 and adjacent roadways.

The analysis is intended to support long-range transportation planning and project prioritization and shall not constitute detailed traffic engineering, intersection design, signal warrant analysis, or preliminary engineering.

Deliverables

- Level of Service and Capacity Analysis Memorandum
- Existing and Future Congestion Maps
- Identification of Critical Roadway Segments and Intersections
- Planning-Level Operational Improvement Recommendations
- Deficiency Analysis Summary Tables and Maps

Task 8 – Critical Intersection Analysis and Conceptual Improvements

The Consultant shall identify and evaluate critical intersections expected to experience congestion or operational deficiencies under future traffic conditions. Intersections shall be identified based on Travel Demand Model results, projected traffic volumes, roadway network analysis, and coordination with the MPO and project stakeholders.

At a minimum, the Consultant shall evaluate the planning-level operational performance of the following locations:

- US 85 (South Greeley Highway) at College Drive
- US 85 (South Greeley Highway) at Terry Ranch Road
- I-80 and US 85 (South Greeley Highway) Interchange

Additional critical intersections shall be identified through the Travel Demand Model and future roadway network analysis.

The Consultant shall:

- Identify key intersections projected to experience operational deficiencies under future conditions.
- Evaluate planning-level intersection operations, traffic flow, and connectivity.
- Review projected traffic volumes, turning movement demands, and corridor relationships.
- Identify intersections expected to operate at LOS E or F under future conditions.
- Consider safety, mobility, freight movement, and access needs when evaluating intersection performance.
- Evaluate how proposed roadway connections may affect future intersection operations.
- Develop conceptual improvement recommendations to address identified deficiencies.
- Evaluate critical intersections along the Division Avenue corridor that may require future operational or geometric improvements to support its function as a parallel route to US 85.

Potential improvement recommendations may include:

- Additional turn lanes
- Traffic signal improvements
- Roundabouts
- Access management strategies
- Intersection reconfiguration
- Additional roadway connections
- Corridor improvements that improve intersection performance

The analysis shall be planning-level in nature and is intended to identify future transportation needs and improvement opportunities. Detailed traffic engineering analyses, signal warrant studies, queue modeling, intersection design, and preliminary engineering are not required.

Deliverables

- Critical Intersection Analysis Memorandum
- Identification of Future Critical Intersections
- Planning-Level Conceptual Improvement Recommendations
- Critical Intersection Maps and Exhibits
- Deficiency Summary Tables and Figures
- Prioritized List of Future Intersection Improvements
- Critical Intersection Prioritization Matrix

Task 9 – Corridor Preservation Recommendations

The Consultant shall identify future transportation corridors that should be preserved to support the recommended roadway network and anticipated growth within the study area.

The Consultant shall:

- Identify future roadway corridors necessary to support long-term transportation needs.
- Evaluate potential roadway alignments and connections identified through the study.
- Identify corridors that may require preservation to maintain future connectivity and mobility.
- Evaluate potential constraints that could affect future roadway development, including existing development patterns, land ownership, utilities, and environmental features.
- Develop planning-level recommendations for preserving future transportation corridors.
- Identify approximate corridor widths necessary to accommodate future roadway improvements.
- Coordinate corridor preservation recommendations with the City of Cheyenne, Laramie County, WYDOT, and other applicable agencies.
- Identify opportunities to incorporate corridor preservation recommendations into future transportation and land use planning efforts.
- Identify corridor preservation opportunities along Division Avenue necessary to support its long-term function as a regional transportation corridor and parallel route to US 85.

The analysis shall be planning-level in nature and is intended to support future transportation planning and corridor protection efforts. Parcel-level right-of-way analysis, right-of-way acquisition plans, legal descriptions, and preliminary engineering are not required.

Deliverables

- Corridor Preservation Recommendations Memorandum
- Future Corridor Preservation Map
- Planning-Level Corridor Width Recommendations
- Corridor Constraint Assessment
- Corridor Preservation Priority List
- GIS Files and Mapping Exhibits in Editable Format

Task 10 – Planning-Level Cost Estimates and Implementation Strategy

The Consultant shall prepare planning-level cost estimates and an implementation strategy for the recommended transportation improvements identified during the study. The purpose of this task is to provide the MPO and partner agencies with a framework for prioritizing and implementing future transportation investments.

The Consultant shall:

- Develop planning-level cost estimates for recommended roadway, intersection, and corridor improvements.
- Prepare cost estimates using industry-standard planning assumptions and unit costs.
- Identify major project components that may influence future project costs.
- Develop a prioritized list of recommended transportation improvements.
- Evaluate projects based on transportation need, safety, connectivity, operational benefits, and support for future growth.
- Identify projects that may be implemented in the short-term, mid-term, and long-term.
- Identify potential coordination opportunities among the Cheyenne MPO, City of Cheyenne, Laramie County, WYDOT, developers, and other stakeholders.
- Identify potential funding sources and implementation considerations for future transportation improvements.
- Develop phased recommendations for improvements to the Division Avenue corridor, including planning priorities, implementation sequencing, and potential funding opportunities.

The implementation strategy shall be planning-level in nature and intended to guide future transportation planning, programming, and corridor preservation efforts. Detailed construction cost estimates, engineering estimates, or funding applications are not required.

Implementation Timeframes

The Consultant shall develop recommendations for:

- **Short-Term Improvements (0–10 Years)**
- **Mid-Term Improvements (10–20 Years)**
- **Long-Term Improvements (20+ Years)**

Deliverables

- Planning-Level Cost Estimate Memorandum
- Prioritized Project List
- Implementation Strategy
- Implementation and Project Phasing Matrix
- Potential Funding Sources Summary

- Planning-Level Cost Estimate Tables and Maps
- GIS Files and Supporting Documentation in Editable Format

Task 11 – Public Involvement and Stakeholder Outreach

The Consultant shall develop and implement a Public Involvement Plan consistent with the Cheyenne MPO Public Participation Plan and applicable federal transportation planning requirements. The purpose of this task is to inform the public, gather stakeholder input, and provide opportunities for meaningful participation throughout the study process.

The Consultant shall coordinate with MPO staff to develop and conduct public outreach activities, stakeholder engagement, and agency coordination meetings.

Stakeholder Coordination

The Consultant shall coordinate with:

- Cheyenne MPO
- City of Cheyenne
- Laramie County
- Wyoming Department of Transportation (WYDOT)
- Utility providers
- Property owners
- Developers
- Economic development organizations
- Emergency service providers
- Other agencies and stakeholders identified by the MPO

Public Meetings and Presentations

The Consultant shall conduct a minimum of:

- Two (2) Public Open Houses
- One (1) MPO Technical Committee presentation
- One (1) MPO Policy Committee presentation
- One (1) City Council Workshop presentation
- One (1) Laramie County Board of County Commissioners presentation
- One (1) Final Study presentation to Policy Committee
- Additional stakeholder meetings as necessary to support the study

The public meetings shall include:

- Public Open House #1 – Existing Conditions, Growth Trends, and Future Roadway Network Alternatives
- Public Open House #2 – Recommended Future Roadway Network and Study Recommendations

Public Outreach Materials

The Consultant shall prepare all public outreach materials, including:

- Public meeting displays
- Exhibits and maps
- Fact sheets
- Comment forms

- Survey materials
- Meeting presentations
- Sign-in sheets
- Public information handouts

Public Notification

The Consultant shall provide public notification and outreach support, including:

- Variable Message Boards (VMS) at strategic locations within the MPO area prior to each public open house.
- Design, printing, and mailing of postcards announcing each public open house.
- Digital outreach materials for MPO website and social media distribution.
- Public meeting notices and advertisements.

The Consultant shall coordinate all outreach activities with MPO staff and provide recommendations regarding VMS locations, deployment schedules, and postcard mailing areas.

The Consultant shall be responsible for all costs associated with public involvement activities identified in this Scope of Work, including public meeting materials, variable message boards (VMS), postcard design, printing, mailing, meeting facilities (if required), and other public outreach activities necessary to successfully complete the project.

Meeting Documentation

The Consultant shall document all meetings conducted during the study, including:

- Kickoff meetings
- Agency coordination meetings
- Stakeholder meetings
- Technical Committee meetings
- Policy Committee meetings
- Public Open Houses
- Final project presentations

Meeting documentation shall include:

- Meeting agendas
- Attendance records
- Sign-in sheets
- Meeting summaries
- Discussion topics
- Action items
- Public comments received
- Consultant responses
- Presentation materials
- Maps and exhibits presented

Deliverables

- Public Involvement Plan
- Public Outreach Materials
- Public Meeting Displays and Exhibits
- Variable Message Board Plan and Deployment Documentation

- Postcard Design and Mailing Documentation
- Public Comment Database
- Meeting Summary Memorandums
- Public Involvement Summary Report
- Meeting Documentation for Inclusion in the Final Report Appendices
- Electronic Copies of All Outreach Materials and Meeting Records in Editable Format
- Final Study Presentations

Task 12 – Final Report, Technical Documentation, and GIS Deliverables

The Consultant shall prepare a Draft Final Report and Final Report documenting all analyses, findings, recommendations, and implementation strategies.

The Final Report shall include:

- Executive Summary
 - The Executive Summary shall be suitable for public distribution and shall summarize the study purpose, recommended future roadway network, major findings, priority transportation improvements, implementation strategy, and recommended next steps. The Executive Summary shall be written in a clear, concise format suitable for MPO committees, elected officials, partner agencies, stakeholders, and the general public.
- Existing Conditions Assessment
- Growth and Development Analysis
- Future Transportation Network Plan
- Functional Classification Recommendations
- Travel Demand Model Results
- Traffic Forecasts
- LOS and Capacity Analysis
- Critical Intersection Analysis
- Corridor Preservation Recommendations
- Cost Estimates
- Public Involvement Summary
- Implementation Strategy

Appendix Requirements

The Final Report shall include comprehensive appendices containing:

- Meeting agendas
- Meeting summaries
- Stakeholder coordination documentation
- Technical Committee presentations
- Policy Committee presentations
- Public Open House materials
- Sign-in sheets
- Survey results
- Public comments and responses
- Variable Message Board locations and deployment schedules
- Postcard examples and mailing documentation
- Agency correspondence

- Traffic analysis documentation
- Travel Demand Model documentation
- Functional Classification analysis
- LOS worksheets
- Cost estimate worksheets
- Supporting technical memorandums

GIS and Model Deliverables

The Consultant shall provide all project files in editable format, including:

- ESRI Geodatabase
- Shapefiles
- Roadway centerlines
- Functional classification files
- Traffic forecast files
- Intersection files
- Travel Demand Model files
- Network coding files
- Databases
- Map documents
- Exhibits and graphics

All GIS data, model files, databases, exhibits, maps, and supporting technical documentation developed during the study shall become the property of the Cheyenne MPO. The Consultant shall provide metadata for all GIS data sets created or modified as part of this project, consistent with MPO GIS standards.

Deliverables

- Draft Final Report
- Final Report
- Executive Summary
- Technical Appendices
- ESRI Geodatabase
- Travel Demand Model Files
- GIS Deliverables
- Presentation Materials
- Electronic Project Archive

The consultant shall prepare draft and final study reports summarizing existing conditions, transportation analyses, network alternatives, recommendations, implementation strategies, and recommended next steps. Deliverables shall also include meeting materials, presentation exhibits, and summaries documenting stakeholder and public involvement activities conducted in accordance with the MPO Public Participation Plan. Final deliverables shall be provided in electronic format, including PDF and all editable native file formats (including, as applicable, Microsoft Office files, ESRI geodatabases, shapefiles, Travel Demand Model files, CAD files if developed, databases, and presentation files), along with two (2) hard copies of the final report, suitable for public distribution, interagency coordination, and consideration by MPO committees, elected officials, and partner agencies.

All deliverables prepared under this contract are intended for transportation planning purposes only, are based on planning-level data and assumptions, and do not constitute preliminary engineering, final design, or construction documents.

NOTE: If the consultant wishes to modify or include additional tasks deemed necessary to complete the study, this must be agreed to by Cheyenne MPO before developing a Professional Service Agreement and issuing the notice to proceed.

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 will be requested 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 a qualifications-based selection process consistent with 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.

The Cheyenne MPO encourages participation by all qualified firms. Consultant selection will be conducted in accordance with the Brooks Act and applicable federal, state, and local requirements based solely on qualifications, experience, and ability to successfully complete the project.

TENTATIVE SELECTION SCHEDULE (*SUBJECT TO CHANGE*)

RFP on MPO Website	Wednesday, 7/15/2026
Legal Ad in Paper #1	Saturday, 7/18/2026
Legal Ad in Paper #2	Saturday, 7/25/2026
Deadline for Questions	Monday, 8/3/2026
Answers to Questions (Only on PlanCheyenne.org)	Wednesday, 8/5/2026
Proposals Due (Delivered to Room 304)	Wednesday, 8/12/2026
Select consultants	Wednesday, 9/2/2026
In person interviews held (if needed)	Wednesday, 9/9/2026
Consultant Selection and Begin Negotiations	Thursday-Friday, 9/10-18/2026
Anticipated Notice to Proceed	Thursday, 10/1/2026

COST

The Cheyenne Metropolitan Planning Organization has allocated funding for the Southeast MPO Future Road Network Study in the FY 2026 Unified Planning Work Program. The MPO

anticipates a total project budget of \$579,000, inclusive of all labor, overhead, direct expenses, travel, subconsultant services, public involvement activities, printing, mailing, variable message boards, meeting expenses, and all other direct and indirect costs necessary to complete the Scope of Work. The final project cost will be negotiated with the selected consultant based on the approved scope of work, staffing approach, and fee schedule, and may be adjusted as necessary to ensure consistency with project needs and available funding.

This project will utilize federal pass-through funds administered through the Wyoming Department of Transportation, and all consultant costs shall comply with applicable federal, state, and local requirements. Consultants with approved overhead or billing rates on file with WYDOT or another state department of transportation shall use those rates in their cost proposal. The MPO reserves the right to amend the project budget or scope of work as necessary during contract negotiations to achieve the most efficient and effective use of available funds.

The negotiated project cost shall include all labor, materials, travel, subconsultant services, public involvement activities, meeting expenses, printing, mailing, variable message boards, and other direct or indirect costs necessary to complete the Scope of Work.

First Round Selection Criteria of Proposal

PROJECT: Southeast MPO Future Road Network Study				
<u>CRITERIA</u>	<u>DESCRIPTION</u>	<u>WEIGHT</u>	<u>SCORE</u> (0 - 10)	TOTAL
Planning process	Demonstrated technical expertise and ability of consultant to develop and implement a comprehensive transportation planning process. Such process will foster consensus building between various stakeholders involved in the plan.	10		
Written Proposal quality	Readability, completeness, brevity, and organization of the written proposal.	10		
Applicable education and experience	Education, experience with similar work, and verification of pertinent requirements of Wyoming law concerning the practice of the professional services required.	9		
Performance on past projects	Success on previous projects in the way of project quality, budget, schedule, and cost control.	9		
Project approach and 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, project management approach, and technical resources to successfully complete the project within the required six- to nine-month schedule.	7		
Understanding of Transportation Modeling and Network Planning	Demonstrated understanding of travel demand modeling, future roadway network planning, functional classification analysis, traffic forecasting, level of service evaluation, and transportation planning methodologies applicable to the project.	5		
Total:				

Second Round Project Selection Criteria for Interview

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