

Request for Proposals

July 16, 2010

Solicited by the

CHEYENNE METROPOLITAN PLANNING ORGANIZATION



Cheyenne Area On Street Bicycle Plan and Greenway Plan Update



Proposals Due: **August 16, 2010**

Cheyenne Metropolitan Planning Organization
2101 O'Neil Avenue, 205
Cheyenne, Wyoming 82001
(307) 638-4384





July 16, 2010

The principle deliverable for this project will be one final document composed of two stand-alone plans for the Cheyenne, Wyoming metropolitan area: an On Street Bicycle Plan and a Greenway Master Plan Update.

The Cheyenne Metropolitan Planning Organization (MPO) and City of Cheyenne Parks & Recreation Department hereby request the professional services described in the two attached draft **SCOPES OF WORK**. Qualified firms are invited to submit ten (10) copies of a proposal, summary of qualifications, and an indication of interest in the project to:

Sreyoshi Chakraborty
Cheyenne MPO
2101 O'Neil Avenue
Room 205
Cheyenne, WY 82001
schakraborty@cheyennecity.org

Proposals should be limited to 8 ½ x 11 sheets for a maximum of twenty total pages, not including the cover or back sheets. Proposals may be stapled in the upper left hand corner without binding. The Cheyenne MPO and Parks & Recreation will select the consultant from those responding to this request. The Cheyenne MPO and Parks and Recreation will consider responses received by close of business (5:00 p.m. Mountain Time) on August 16, 2010.

CONTENT AND FORMAT OF SUBMITTAL

1. **Project Approach** – Briefly describe the way that your firm or team would address the work outlined in this request or such additional work as you feel required to address this request.
2. **Project Team** – Identify the project team members and their position in the team, briefly outlining the responsibilities of each member. Include any anticipated sub-consultants with the project team.
3. **Schedule** – Describe the schedule you would propose to accomplish the work described under **SCOPE OF WORK**. A bar chart is suggested that includes key milestones and meetings.
4. **Modifications to SCOPE OF WORK** – The Scope of Work that is attached is a draft and we welcome your discussion of a more appropriate and /or detailed Scope of Work. We are not asking for an estimated cost proposal at this time. Once a firm is chosen by the selection committee, a Scope of Work and Fee Proposal will be negotiated.



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 sections criteria. Selection will be made by a committee.

Please Note:

The City of Cheyenne is the fiscal agent for the Cheyenne MPO, and contracts will be sent to the City Governing Body for approval if the final contract is \$35,000 or greater. All proposals received will be considered public information by the City of Cheyenne/MPO. Consultants are advised that any information considered by them to be trade secret, privileged or confidential data should not be revealed in the proposal. Contents of proposals received and completed rating sheets will be made available to anyone requesting them after the selection process has been completed and the contracts has been awarded.

SELECTION PROCESS

Proposals will be reviewed by a selection committee appointed by the Cheyenne MPO. This committee may be composed of representatives of the City, County, Cheyenne MPO, WYDOT, FHWA and citizen representatives. The committee will interview three or more selected firms from those responding to this announcement. After interviews are completed, the committee will score the Consultants using the Scoring Criteria sheets included in this RFP. One Firm will be selected based on the highest total weighted score. The selected firm will then be asked to provide a fee schedule and cost estimate based on the consultant's proposed Scope of Work. Then the Cheyenne MPO will negotiate a contract. The negotiations will focus on finalizing a detailed scope of work and cost for the project. In the event a satisfactory agreement cannot be reached, negotiations will be terminated and the MPO will then negotiate with the second place firm. This process will be followed until a mutually satisfactory agreement is reached.

Cheyenne MPO follows the Qualification based selection found in The Brooks Act, Public Law 92-582. Cheyenne MPO may award the project to the proposing firm that best meets the needs of the project.



SELECTION CRITERIA

The selection committee will be asked to rate proposals and qualifications against the criteria listed below using the weighted scale provided. For consideration, proposals shall contain all information requested.

1. Demonstrated technical expertise and ability of consultant to develop and implement a comprehensive transportation planning process. Such process will foster consensus building between the various stakeholders involved in the plan.
2. Whether the consultant has adequate personnel available, either on staff or by subcontract, whose experience and capabilities are relevant to the project and will be able to perform the work within the time allowance.
3. The consultant's approach to public involvement and participation. The ability of the consultant to work effectively with the Cheyenne MPO/City/County/ WYDOT and other staff, other public agencies, citizens, and other parties as may be required.
4. Pertinent new ideas or suggestions which may be presented by the consultant during the course of the selection process to improve the schedule, constructability, feasibility, cost, or scope of the project.
5. The consultant's familiarity with the project.
6. Overall quality of the proposal.
7. The consultant's performance on past projects in the way of project quality, budget, schedule and cost control. Information on Consultants planning projects being designed and constructed.
8. The education and experience of the individuals within the consultant's team who will have direct charge of the work. Verification of the pertinent requirements of Wyoming law concerning the practice of the professional services required for this project may be required of the selected proposing firm prior to the execution of a contract.
9. The consultant's record on affirmative action and response to relevant policies regarding minorities, women and disadvantaged businesses in employment and contracts.

The Cheyenne MPO retains the right to reject any or all proposals with or without cause.



COST

Cheyenne MPO and Parks and Recreation have funds budgeted for this project and has the ability to amend the budget, if necessary. The final budget will depend upon the specific Scope of Work and the negotiated fee schedule. Negotiations could focus on adjusting the Scope of Work. Should the consultant feel that portions of the work could be done by the Cheyenne MPO/ City of Cheyenne Parks and Recreation or other City/County staff with a commensurate savings to the Cheyenne MPO the particulars should be mentioned in the section of the Proposals dealing with Modifications to the Scope of Work. The budget identified in the FY 2010 UPWP is currently \$40,000. Additional funds are also available for this project through the Parks and Recreation Department.

CONSULTANT INVOLVEMENT

The Cheyenne MPO, City, County, and WYDOT staff and the consultant will hold meetings as needed during the course of the study. The Consultant shall meet with the Steering Committee 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 stake holders have been addressed satisfactorily.

Cheyenne MPO through the GIS Cooperative will provide the existing mapping data, reports and project information. The consultant will use existing data to the greatest extent possible. If the consultant believes additional or new data is necessary, they should state so in the Proposal. The consultant will also prepare such graphics and other maps that may be needed to illustrate the recommendations, and alignments and improvements proposed. The consultant will be responsible for preparing the final recommendations in a map and report format, as well as, electronically.

Extensive effort will be made to obtain public input and will involve advertisement and active solicitation. Public meetings, with appropriate visual aids, will be held to gather citizen input and disseminate results. Before presentations of the Plan to the City and County Governing Bodies, there will be meetings with the MPO Technical Committee and the City and County Planning Commissions.



The consultant will be responsible for miscellaneous copies for review to MPO Staff as needed throughout the project (up to 30 copies). The consultant will be responsible for providing twenty (20) copies of the preliminary draft report. The consultant will be responsible for providing twenty (20) copies of the final report and maps after its adoption by the Governing Bodies and/or WYDOT Executive Staff, along with digital copies.

FOR FURTHER INFORMATION

For further information or questions contact:

Sreyoshi Chakraborty

Transportation Planner

2101 O'Neil Avenue, Room 205

Cheyenne WY, 82001

schakraborty@cheyennecity.org

Jeff Wiggins

Trails Planner/ Coordinator

2101 O'Neil Avenue, Room 302

Cheyenne WY, 82001

jwiggins@cheyennecity.org

Questions received in writing helps to ensure all proposers have access to the same information.



SCORING CRITERIA

PROJECT: Cheyenne Metropolitan Area On Street Bicycle Plan & Greenway Plan Update				
<u>CRITERIA</u>	<u>DESCRIPTION</u>	<u>WEIGHT</u>	<u>SCORE</u> (0 - 10)	<u>WEIGHTED</u> <u>TOTAL</u> (WEIGHT * SCORE)
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.	<u>10</u>		100
Adequate resources	Sufficient available staff and equipment to complete the proposed work within the requested time frame.	<u>10</u>		100
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.	<u>9</u>		90
Project innovations	Ideas or suggestions to improve the schedule, feasibility, cost savings and/or scope of the project.	<u>9</u>		90
Familiarity with project	Knowledge of project background, needs, goals, limitations, and special considerations.	<u>8</u>		80
Proposal quality	Readability, completeness, brevity, and organization of the proposal.	<u>8</u>		80
Performance on past projects	Success on previous projects in the way of project quality, budget, schedule and cost control.	<u>7</u>		70
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.	<u>6</u>		60
Equal opportunity	Consultant's record on affirmative action and response to relevant policies regarding minorities, women and disadvantaged business in employment contracts.	<u>5</u>		50
<u>WEIGHTED TOTAL</u>				720



INTRODUCTION

Bicycling is good for cities. Providing safe, comfortable, convenient bicycling facilities is a cost-effective way for American municipalities to improve mobility, livability and public health while reducing traffic congestion and CO2 emissions.

- National Association of City Transportation Officials

The bicycle is one of the most commonly used forms of transportation in the world. Yet in the United States, there has been a steady decline in the number of people using a bicycle as their primary means of transportation in the last three decades¹. This decline is attributable to rapid construction of highways, tremendous growth and advancement of the automobile industry, cheap fuel and designing roads and developments which support automobile use. At the turn of the 21st century, however, there is a shift in this trend. With high obesity rates, rising cost of fuel and dependence on foreign oil, threats of climate change and other environmental concerns, most cities are rising up to the challenge of providing more sustainable and healthy transportation choices to their community.



PROJECT OVERVIEW

This project will be one final document composed of two stand-alone plans for the Cheyenne, Wyoming metropolitan area: an On Street Bicycle Plan and a Greenway Master Plan Update. The Scope of Work for each of these plans is outlined separately on the following pages. There will be overlap while undertaking several planning tasks under each plan such as conducting survey and analysis and public outreach activities. However, there will be separate deliverables for each plan.

¹ *Bicycling and Walking in the US*, prepared by Thunderhead Alliance Benchmarking Report 2007 for CDC, National Bicycle Dealers Association, Planet Bike & Bikes Belong Coalition



SCOPE OF WORK

ON STREET BICYCLE PLAN

I *PURPOSE*

The purpose of doing an On Street Bicycle Plan for the Cheyenne metropolitan area is to provide the City, County and WYDOT a comprehensive document to guide the implementation of projects that increase bicycle safety, increase bicycle ridership, implements complete streets and provides a continuous and safe non motorized system that ensures easy access to jobs, services, and commerce.

II *BACKGROUND*

Cheyenne is a community of roughly 55,000 people who love the outdoors and enjoy being in tune with their surroundings. The Cheyenne metropolitan area is characterized by compact urban form with reasonably good road connectivity to all neighborhoods. Additionally, this community enjoys an excellent greenway system with about 28 miles of built trails and many more miles planned for the future. Thus, Cheyenne has unique opportunities as well as potential to become a bicycle friendly community. Currently, the greenway trails are being used predominantly for recreation. However, there is a latent demand for a non motorized system that provides efficiency, continuity and mobility to use this as a primary method of transportation. Lack of a continuous, safe and efficient system, currently discourages people from bicycling to their respective destinations. The Bicycle Vision Plan in Cheyenne's 2005 Comprehensive Plan states that, "Bicycle facility needs should be based on general principles of safe and convenient bicycling, as well as specific location needs for various situations in the Cheyenne Area. These can be summarized as – safety and convenience, connections to recreational paths and trails, connections between destinations, options, signage, bicycle parking, intermodal connections, ancillary facilities, and demand."

III *OBJECTIVES*

The broad objectives of this project include the following:

- Develop an 'On Street Bicycle Plan' for Cheyenne which will serve as a general policy framework for future non motorized infrastructure, especially bicycle related improvements within the Cheyenne area.
- Provide recommendations to complete and expand the existing on-street bicycle system in such a manner as to provide continuity, safety and efficiency to bicyclists and to also complement the existing and proposed greenway system in the metropolitan area.
- Review federal, state and local design standards and provide a comprehensive set of guidelines (including planning, design and maintenance) that can be adopted and included into the City/County *Road Street and Site Planning Design Standards* or used for future City/State/or MPO corridor and intersection design plans.
- Provide a blueprint for continuing to improve the bicycling environment in Cheyenne. This not only includes the physical environment but also general safety, mobility, education and encouragement of bicyclists.



- Compare and analyze the existing bicycling system in Cheyenne and the most current Bicycle Route Map to identify desirable routes, missing links and connectors which should be built by the City/County in the future. Also, look at the proposed uses in the PlanCheyenne Landuse Plan and ensure that the routes make sense in context of providing easy access and mobility to non motorized users.
- Provide a framework for coordination between City, County, State (and other entities within the MPO jurisdiction) to plan and develop bicycle facilities.
- Educate the public and policy makers on bicycle transportation and the needs of bicyclists.

IV ***EXISTING DOCUMENTS & RESOURCES***

- Cheyenne Area On Street Bicycle Plan and Map, Report of Investigation, 1993
This document summarizes several prior bicycle planning documents:
 - Two Wheeling in Cheyenne (1975)
 - The Cheyenne Bikeway System (1978/1981)
 - South Cheyenne Bikeway Plan (1984)
 - Cheyenne Bikeway Study (1987)
 - Bikeway System Plan (1989)
- PlanCheyenne, 2005 Comprehensive Plan
 - PlanCheyenne Bicycle Vision Plan
 - PlanCheyenne Fiscally Constrained Bicycle Plan
 - PlanCheyenne Strategies to Implement the Bicycle Vision Plan
 - Community Plan, Transportation Plan and Parks and Recreation Plan
- AASHTO *Guide for the Planning, Design, and Operation of Pedestrian Facilities* (July 2004)
- AASHTO *Guide for the Planning, Design, and Operation of Bicycle Facilities* (1999)
- Wyoming Bicycle and Pedestrian Transportation Plan, Wyoming Department of Transportation Systems Planning, April 2002
- Wyoming Bicycle Guidance Map, 2010
- WYDOT Operating Policy 40-2
- 2007 Cheyenne Road Street and Site Planning Design Standards
- 2002 Laramie County Road Street and Site Planning Design Standards
- Annual Crash Report for the Cheyenne Area, Published annually by Cheyenne MPO
- Greater Cheyenne Greenway Map and Planning Map
- Cheyenne Bicycle and Pedestrian System Map
- Cheyenne Area Pedestrian and Safe Routes to School Plan, Pending adoption in 2010
- City Unified Development Code, Pending adoption in 2010
- Ordinances from the Cheyenne City Code
- GIS Data



V *DELIVERABLES/ PLAN COMPONENTS/TASKS*

Survey and Analysis

- Complete a thorough survey of the existing bike system in the Cheyenne area utilizing both primary and secondary sources.
- Utilize findings from the survey to prepare an updated bike system map which can be adopted by the City Governing Body.
- Complete an analysis that discusses the status of the existing non motorized system, its strengths, weaknesses, opportunities and barriers. Findings from the survey, review of existing documents and outreach and public involvement activities will be utilized to perform this analysis.

A Design Handbook

- Develop a design handbook that provides specific design guidelines to implement:
 - bike lanes/ bikeways of all types
 - a toolbox for intersection design geometrics to safely accommodate bike lanes (including roundabouts)
- Complete a detailed review of existing city/county and state codes and suggest updates to those codes and standards. Such recommendations may be later implemented by the agency responsible for the code.
- Provide recommendations on national and/or regional best practices which can be tailored to Cheyenne's needs. Research and review best practices and develop a list that can be included into this handbook.
- Provide approximate unit costs for construction and maintenance for the different types of bikeways and associated infrastructure to support a good non motorized system.

Outreach with bike/health advocates, the public, and elected officials

- Public Open House - Conduct a minimum of two public meetings.
- Presentation to Committees - Provide presentations and updates to the MPO Tech, Policy and Citizen's Committee. Provide a final presentation to the City and County Planning Commission and Governing Body for approval of the Plan. An educational work session with elected officials and/or city technical staff may be done if funds are available.
- Bicycle Advisory Committee Meetings - Formation of a 'BAC' (Bicycle Advisory Committee) to guide the development of the Plan. Project kicks off with a BAC meeting and has a minimum of 4 such meetings over the course of development of the Plan.

Updated On Street Bicycle Map

- Update the existing On Street bicycle system map. The map should show both the existing and future bicycle system network for the Cheyenne area.
- The format of these maps should be in such a manner that they are compatible with and can be easily imported into the City GIS System after it has been adopted by the City Governing Body. A KML format of these maps should also be prepared for incorporating into Google Maps.
- Design the on street system map in the format of a pamphlet so that it is ready for print and folding



A Policy Handbook

A Policy Document (accompanying the Design Handbook and the Maps) providing recommendations to:

- Enhance the bicycling environment in Cheyenne through programmatic recommendations on education, engineering, encouragement and outreach.
- Create a framework for City/County/State and other entities within the community to implement bicycling infrastructure.
- Best Practices (policy related)

Implementation Strategy

- Propose a phasing strategy to implement on street bike lanes incrementally
- Identify high demand/priority routes and destinations which should be implemented first
- Prioritize the remaining routes which get built after the high priority routes are completed
- List national, state and local funding sources that are available to implement bike lanes
- List other funding ideas/mechanisms (e.g. joint funding through PPPs) that are being utilized in other communities
- Strategize ways to market bicycling as a means of transportation and incentivize developers to incorporate bicycle friendly design into their developments



SCOPE OF WORK

GREATER CHEYENNE GREENWAY MASTER PLAN UPDATE

I. PURPOSE

The master plan update will offer a vision for Greenway development over the next decade, codify the work completed by the Greenway Advisory Committee over the past several years, provide substance to the planning process, and ensure the relevance of the Greenway as a public good to be pursued by the Governing Body. The update of the Greenway Development Plan (1992) will be integrated with the on-street bike plan to create a comprehensive non-motorized transportation system plan.

II. BACKGROUND

The Greater Cheyenne Greenway is a system of paths that serve as a gateway to the parks and neighborhoods of the community. The Greenway provides areas for recreation, acts as an alternate transportation route, and serves as a wildlife corridor. The genesis of the pathway system in Cheyenne began on Earth Day 1990 as citizen advocates gathered to clean up the banks of Crow Creek at Martin Luther King Jr. Park. Soon thereafter a Greenway coordinator was appointed and a Greenway Development Plan was prepared with the help of more than a dozen groups including citizen committees, municipal and county departments, regional commissions and districts, state and federal agencies.

The 1992 Greenway Development Plan covered 19 miles, including areas along Allison Draw, Dry Creek, Crow Creek, and an abandoned railroad corridor. The master plan also incorporates existing and proposed routes and lanes in the on-street bicycle system, and provides preliminary alignments for additional future Greenway extensions. Today, the off-street non-motorized transportation system includes 27 miles of Greenway and 13 miles of shared use trails. A great majority of the corridors identified in the 1992 plan have been built or are planned for construction.

Major funding has been approved by Laramie County voter through Specific Purpose Sales and Use Tax elections in 1991 (\$2.8M), 2003 (\$4.5M), and 2008 (\$2.8M). With these and other funding sources, the City and County has succeeded in leveraging significant grant funding through federal transportation funds administered through Wyoming Department of Transportation (TEAL, SRTS). Other successful partnerships include participation in City and State road projects, and municipal public works (drainage) projects. With the continued success of the Greenway project, recent extensions have been partially or fully funded through development actions.

It is time to capitalize on past successes and forge a trail forward. Since 1991, the Greenway Technical Review Committee (now called the Greenway Advisory Committee) has served as the backbone, conscience, and custodian of the Greenway program. This group has provided the vision for pathway extensions beyond the scope of the original master plan, identified opportunities for coordination with other governmental and private entities in bringing trails to every neighborhood in the metropolitan area, and advocated for safe and healthy recreational opportunities for citizens of all ages in the community. The advisory committee fulfills its mission by making recommendations relative to the Greenway Project for Governing Body decisions, promoting pathways, and ensuring its financial health and continued growth.



Since 2003 the Greenway Advisory Committee has been preparing a *Greenway Planning Map* with project prioritization being reviewed on an annual basis. This document is prepared in an open venue, and is shared with the public through the Greenway web page. This has been an invaluable tool for the committee and the Council. Having this map officially adopted by the City and County Governing Body is important to the future of the Greenway, and to the ability of the Governing Body to act accordingly during development actions as the community continues to grow.

III. *EXISTING DOCUMENTS AND RESOURCES*

- Greenway Development Plan (1992)
- Cheyenne Area On-Street Bicycle Plan: Report of Investigation (1993)
This document summarizes several prior bicycle planning documents:
 - Two Wheeling in Cheyenne (1975)
 - The Cheyenne Bikeway System (1978/1981)
 - South Cheyenne Bikeway Plan (1984)
 - Cheyenne Bikeway Study (1987)
 - Bikeway System Plan (1989)
- Plan Cheyenne (2005 Comprehensive Plan)
 - Parks & Recreation Master Plan
 - Transportation Master Plan
 - Community Plan
- Laramie County Road, Street, & Site Planning Design Standards (2002)
- City of Cheyenne Road, Street, & Site Planning Design Standards (2007)
- Cheyenne Metropolitan Area Safe Routes to School & Pedestrian Plan (2010 Draft)
- Greenway Maps (<http://www.cheyennecity.org/index.aspx?NID=346>)
 - Greater Cheyenne Greenway
 - On-Street System & Shared Use Paths
 - Greenway Planning
- Parks & Recreation Design Standards (2010 Draft)
- Unified Development Code (2010 Draft) OR Cheyenne City Code (2009)
- GIS data

IV. *DELIVERABLES/PLAN COMPONENTS*

Overview

- Demographics
- Growth patterns & projections
- Level of Service Analysis
- Review of Existing Documents

Public Process

- To be coordinated with On-Street Bicycle Plan public meetings.



Development Plan

- Project Area Map
- Plan Sheets
 - Recommended improvements (path, bridge, crosswalk, culvert, demolition, fencing, curb cut, low water crossing, retaining wall, signage, signalization, underpass, etc.)
 - Amenities (bench, bike rack, bollard, irrigation, lighting, parking lot/trailhead, picnic table, restroom, shelter, signage, trash container, etc.)
 - Landscaping (planting, slope stabilization, seeding, wildlife enhancement, etc.)
 - Opportunities for preserving and enhancing wetlands/drainageways/floodplain areas
 - Acquisition/Easement Areas & Current Land Ownership
 - Alternative alignment(s)
 - On-Street Connection
 - Historic/Natural Features

Design Criteria (add to Design Handbook)

- Standards & Specifications taken from Parks & Recreation Standards
- Compliant with federal guidelines (AASHTO, ADA, MUTCD)
- City Construction Standards
- Context-Sensitive Trail Surfaces, Widths & Depths

Component List

- Quantities for path improvements, amenities, landscaping
- Does not include estimated costs