

Request for Proposals
For
Second Street Signal Timing Study

For
The Metropolitan Planning Organization
CASPER, WYOMING 82601

The Metropolitan Planning Organization (MPO) of Casper, Wyoming, will accept proposals until **4:00 p.m., local time, January 10, 2013**, from individuals and/or organizations that specialize in traffic planning studies. Twelve (12) copies of the proposal and one (1) electronic copy shall be submitted to the following individual and address, by the above noted deadline.

Sally Kerpchar
Casper Area MPO
City of Casper
Room 203
200 North David Street
Casper, Wyoming 82601

The Request for Proposal, including a more in-depth Scope of Service definition, is available from Sally Kerpchar at the Casper Area MPO, 200 North David Street, Room 203, Casper, Wyoming 82601, (307) 235-8255 or on the City of Casper's website at <http://www.casperwy.gov>

Proposals will be evaluated on the vendor's depth of response to the RFP. Certain vendors may be selected for personal interviews based on the proposals before a final selection is made. The successful vendor should be prepared to define service delivery dates and sign a contract no later than March 15, 2013.

Proposals received after the deadline of January 10, 2013, will not be considered. If there are any questions regarding any part of the Request for Proposals, they should be directed to Sally Kerpchar at skerpchar@casperwy.gov (preferred) or (307) 235-8255. Proposals delivered in person should be hand carried to the Casper City Hall, Room 203, 200 North David Street, Casper, Wyoming. Mailed proposals should be sent to Sally Kerpchar at the above address; both methods of delivery are subject to the proposal deadline date and time. Firms qualifying as a Disadvantaged Business Enterprise are encouraged to submit a proposal.

John Patterson
City Manager

Publish
Date: December 7 and December 17



CASPER AREA
METROPOLITAN PLANNING ORGANIZATION
Casper - Mills - Evansville - Bar Nunn - Natrona County

Second Street Signal Timing Study

Request for Proposals

December 5, 2012

Solicited by the

Casper Area MPO

200 North David Street, Room 203

Casper, Wyoming 82601

skerpchar@casperwy.gov (307) 235-8255

This study is being funded through the Federal Highway Administration in cooperation with WYDOT and the Casper Area MPO.



Second Street Signal Timing Study

The Metropolitan Planning Organization of Casper, Wyoming (hereinafter referred to as “MPO”), is seeking proposals from individuals and/or organizations (hereinafter referred to as “Vendor” or “Consultant”) specializing in professional consulting services relating to traffic signal timing. The proposals should be designed to provide the MPO with the costs of performing the individual services being solicited. The specific nature of the scope of work for the project is outlined in the following Request for Proposals (RFP). Proposals shall be submitted Attn: Sally Kerpchar, Casper Area MPO, Room 203, 200 North David, Casper, WY, 82601, by **4:00 p.m. local time, on January 10, 2013.**

Those firms responding to this request by 4:00 p.m. Mountain Time, on January 10, 2013, will be considered by the MPO and a selection committee according to the process outlined in the section entitled **Submittal Procedures**. It is anticipated that a minimum of two firms will be selected to be interviewed by January 17, 2013. The interviews are tentatively scheduled to be held January 23, 2013.

Objective

The objective of this contract is to develop effective signal coordination on Second Street from Hat Six Road to Center Street in order to reduce travel time and harmful auto emissions.

Introduction

The Casper Area MPO is composed of the City of Casper; the Towns of Bar Nunn, Evansville, and Mills; and Natrona County. The Casper Area MPO requests proposals from qualified firms to provide consultant services to study signal timing on Second Street from Hat Six Road to Center Street and to develop effective signal timing coordination. A map of the study area is included here as Exhibit A. The map is provided for informational purposes to create a proposal and as a reference for the successful Consultant. Vendors are advised that proposals should be as responsive as possible to the provision of this Request for Proposals. However, Vendors may make exceptions to or propose alternative methods to these provisions without their proposal being disqualified. **These exceptions must be duly noted in the Vendor’s response documents.**

Background

The Casper Urban Area has undergone explosive growth due to the energy boom of the last five (5) years. The area’s economy is highly dependent upon the energy industry. New commercial areas are being developed, and the rising demand for housing continues. The significant growth requires vigilance in order for the transportation system to support the increased activity in the area.

The local economy is undergoing greater diversity, and investment is increasing. As this growth continues, the need to move traffic in as efficient a manner as possible is essential as transportation infrastructure accommodates continued growth and attracts new people and businesses. Given the limited funding available for transportation improvements, the area must utilize its existing infrastructure to its greatest potential.

SCOPE OF WORK

Federal Requirements

The MPO is seeking a qualified Vendor to provide the defined professional services described herein. The Consultant is expected to be familiar with all Federal regulations regarding Metropolitan Transportation Planning.

While preparing the planning document, the Consultant shall also be guided by the MPO planning requirements contained in Moving Ahead for Progress in the 21st Century (MAP-21). The Second Street Signal Timing Study must discuss the performance measures and targets outlined in MAP-21 that apply to the Study. The national performance goals for Federal Highway programs are:

- (1) Safety—to achieve significant reduction in traffic fatalities and serious injuries on all public roads;
- (2) Infrastructure Condition—to maintain the highway infrastructure asset system in a state of good repair;
- (3) Congestion Reduction—to achieve a significant reduction in congestion on the National Highway System;
- (4) System Reliability—to improve the efficiency of the surface transportation system;
- (5) Freight Movement and Economic Vitality—to improve the national freight network, strengthen the ability of rural communities to access national and international trade markets, and support regional economic development;
- (6) Environmental Sustainability—to enhance performance of the transportation system while protecting and enhancing the natural environment; and
- (7) Reduced Project Delivery Delays—to reduce project costs, promote jobs and the economy, and expedite the movement of people and goods by accelerating project completion through eliminating delays in the project development and delivery process, including reducing regulatory burdens and improving agencies' work practices.

While the seventh national performance goal is more tied to Federal and State agencies, the first, fifth, and sixth goals certainly bear discussion and the fourth goal is clearly measurable and reportable via this Study. Discussion in the proposal and any resulting presentation shall demonstrate that the Consultant has an understanding of the national goals outlined in MAP-21.

INTERSECTIONS

1. 2nd Street @ Granite Peak Drive
2. 2nd Street @ Coliseum Way
3. 2nd Street @ Blackmore Road
4. 2nd Street @ Newport
5. 2nd Street @ Landmark Drive
6. 2nd Street @ Sam's entrance
7. 2nd Street @ Wyoming Blvd
8. 2nd Street @ Walsh Drive
9. 2nd Street @ Forest Drive
10. 2nd Street @ Sun Drive
11. 2nd Street @ Country Club Road
12. 2nd Street @ Beverly Street
13. 2nd Street @ Elk Street
14. 2nd Street @ Conwell Street
15. 2nd Street @ McKinley Street
16. 2nd Street @ Kimball Street
17. 2nd Street @ Beech Street
18. 2nd Street @ Durbin Street
19. 2nd Street @ Wolcott Street
20. 2nd Street @ Center Street

Inventory and Review

The existing signal equipment is controlled by Econolite NEMA Controllers with 56K dialup modems, and Aries Software is the centralized operating system.

Note: Intersection 7 is operated by WYDOT and is not on the City's system. For this Study's purposes, this intersection should be studied but its signalization should be considered unchangeable.

Data Collection

This task involves an assessment of the condition of the existing signal light timing on Second Street from Hat Six Road to Center Street. This task will include providing peak and off-peak counts which will include a minimum of AM Peak (Morning Rush Hour), PM Peak (Afternoon Rush Hour), Lunch Peak, Weekday Off Peak, and Weekend Off Peak. Intersections 5 through 7 are near Eastridge Mall and other shopping arenas and additional counts for Saturday Shopping Peak will be needed there.

This task will also include the following:

Intersection capacity analyses shall be performed at each of the 20 intersections with accompanying report documentation,

Intersection geometry analyses shall be performed at each of the 20 intersections with accompanying report documentation, and

Speed studies for each intersection with appropriate documentation.

Signal Timing Plans and Calculations

This task involves the following:

Phase timing to determine proper interval times,

Cycle splits to accommodate the most effective progression plans for twenty-four hour seven day per week period,

Time of day plans for the operation and progressive coordination over the twenty-four hour day period, and

Day of week plan for best operation of progressive coordination over the seven (7) day a week period.

Graphs, Charts, and Reports

This task involves the following:

Time space diagrams are to be provided for each peak period,

Travel time studies' graphs and reports are to be provided to determine levels of service for all peak and off peak periods,

Determine levels of service at all 20 intersections for before and after analysis comparisons to achieve the goal of providing the highest possible level of service through each intersection and to meet the Performance Standards requirement of MAP-21,

Monitor new timings for a period of time necessary to determine that the new timing plan is working correctly and work with City traffic personnel to implement adjustments as necessary,

Recommend intersection geometry improvements along with available right-of-way to aid traffic movement, and

Provide written monthly project status reports in conjunction with invoicing detailing progress made towards the completion of the project's Scope of Work.

Submittals shall include all data and projected data necessary to produce and analyze before and after summary reports and projections. These include, but are not limited to, travel time field studies, intersection delay studies, speed and volume studies, etc.

It is up to the Consultant to propose the most innovative and cost-efficient method to undertake this study.

It is anticipated that the Consultant will present its optimization plan to the Casper Area MPO Technical and Policy Committees after the final draft is accepted.

Timing

It is anticipated that this study, including presentation of final report to the MPO Committees, will be completed and delivered to the MPO Planner within a four-month timeframe.

The Consultant shall provide the MPO with twelve (12) copies and one (1) electronic copy of a draft report for review by the MPO Technical Committee. After final review and acceptance, the Consultant shall provide the MPO with five (5) copies of their final report suitable for reproduction and a copy of the final report on appropriate electronic media.

Submittal Procedures:

Proposals prepared in response to this solicitation must be submitted as twelve (12) copies plus one electronic copy on or before 4:00 p.m., local time, January 10, 2013, to:

Sally Kerpchar
MPO Planner

200 North David Street, Room 203
Casper, WY 82601-1815

The following general framework should be used in the proposals:

1. Introduction: A brief introduction of the individual(s) or firm(s) involved in the proposal and relevant experience with similar projects.
2. Work Plan: Proposed work plan for project tasks and work products. The work plan must show how each task outlined in the scope of services is to be accomplished and the format of the work products. The work plan may show additional suggested tasks or work products that would improve this project's ability to fulfill stated objectives.
3. Personnel: Tasking of personnel including expertise and qualifications of key team members assigned to the project should be included. A project manager should also be identified.
4. Budget: A ****SEPARATE SEALED**** budget for the tasks, work products, all time and costs, including any subcontractors, shall be included.
5. References: Provide a list of past clients for whom the firm has performed work of a similar nature. For each reference, include a contact name, phone number, email address and mailing address. Include a minimum of four references and no more than seven.
6. Capacity of the respondent: The respondent's current workload and future obligation must allow for the timely completion of this project.

Evaluation Criteria

In order to be considered, a proposal must comply with all requested information/data in this Request for Proposal. Proposals will be judged according to the standards listed below:

1. Conformance with submission requirements
2. Ability to meet the schedule requirements
3. Qualifications, including relevant experience, financial capacity, and staff capabilities
4. Conformance with MAP-21 requirements
5. Previous experience with Consultant
6. DBE participation

Selection Process:

Consultants shall be shortlisted and onsite interviews will take place with the MPO. All costs associated with preparation, submittal of proposals and interviews shall be borne by the submitting firm. After a firm is selected, contract negotiations will focus on developing a detailed scope of services. In the event a satisfactory agreement cannot be reached, negotiations will be terminated and another firm will be selected. This process will be followed until a mutually satisfactory agreement is reached or the shortlist of the Consultants is exhausted.

Conflicts of Interest:

The qualification statement shall specifically address any possible conflicts of interest and the Vendor's position or response as to whether or not such other work or relationship may be deemed a conflict of interest with this study.

Special Qualifications:

The qualification statement shall identify any specific credentials which might make the Vendor uniquely skilled to provide the requested services. These may include similar work experience related to another community of similar size or a project of similar design.

Subcontractors:

The Vendor shall be responsible to retain and pay for the services of any subcontractor necessary to complete the work. The MPO and the Vendor must mutually agree to the use of any subcontractor which the Vendor desires to retain.

Acceptance:

The Casper Area MPO reserves the right to reject any and all proposals, to waive informalities and irregularities in proposals, and to enter into a contract with any Consultant based solely upon the initial proposal.

Ownership:

The MPO and participating partners will retain full ownership of any and all data and materials derived from this project. The MPO and participating partners will also retain full control of the distribution, use and sale of these data. The Consultant is prohibited from using or redistributing these data without prior approval of the MPO.

Response Material Ownership:

The material submitted in response to the RFP becomes the property of the MPO and will only be returned to the Vendor at the MPO's option. Responses may be reviewed by any person after a contract is entered into with the successful Vendor. The MPO has the right to use any or all ideas presented in reply to this request. Disqualification of a Vendor does not eliminate this right.

Acceptance of Proposal Content:

The contents of the proposal of the successful Vendor may become a contractual obligation if the MPO wishes to execute a contract based on the submitted proposal. Failure of the successful Vendor to accept these obligations in a contract may result in cancellation of the award and such Vendor may be removed from future solicitations.

Reference Checks:

The MPO reserves the right to contact any reference or any client listed in the documents for information which may be helpful in evaluating the Vendor's performance on previous assignments. Vendor shall include a list of organizations (local and otherwise) for this purpose.

