

# REQUEST FOR PROPOSALS

**RFP 1-22**

July 2021



Solicited by the  
City of Cheyenne Planning and Development  
Department

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## **East Cheyenne Community Park Master Site Development Plan**

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Proposal Statements due:  
**3:00 P.M. ON THURSDAY, AUGUST 19, 2021**

at:

City of Cheyenne  
Purchasing, Attn: TJ Barttelbort  
2101 O'Neil Avenue, Rm. 309  
Cheyenne, WY 82001  
(307) 773-1045

## INTRODUCTION

The City of Cheyenne Planning and Development Office (Parks and Greenway) hereby requests professional services to develop a Master Site Development Plan for the new East Cheyenne Community Open Space, located at the SW corner of East Pershing Boulevard and Whitney Road in Cheyenne, Wyoming. The consultant will conduct all the tasks identified in the attached scope of work. Qualified firms are invited to submit a letter of interest, six (6) copies of a proposal, and one sealed envelope with the firm's fee schedule and cost estimate.

## PROPOSAL SUBMISSION

To be considered, proposals must be received by the City at the following location before **3:00 P.M. ON THURSDAY, AUGUST 19, 2021 AT:**

City of Cheyenne  
Purchasing Office  
2101 O'Neil Avenue, Room 309  
Cheyenne, Wyoming 82001  
Attn: TJ Barttelbort

Any proposal received after that time shall not be considered but shall be returned unopened to the proposer. Telegraphic or fax submittals **shall not** be considered.

Proposers are advised that, consistent with provisions of the City of Cheyenne's policy for the procurement of professional services, the City shall utilize a two-step process for selection through this solicitation. This process dictates that proposers divide their submittals into two parts: a ***technical proposal*** and a ***price proposal***. Proposers shall submit their technical proposals and price proposals simultaneously on the date and time specified in this RFP, sealed in separate, clearly marked envelopes, as follows:

1. **Technical Proposal:** Six (6) original copies of the technical proposal, bound together with all required attachments, and one (1) electronic copy in PDF format via USB Flash Drive, in a sealed envelope and clearly marked with the following information:

(a) the phrase "**EAST CHEYENNE COMMUNITY PARK MASTER SITE DEVELOPMENT PLAN – TECHNICAL PROPOSAL**"

(b) the date and time specified for receipt of proposals

(c) the name and address of the proposer.

**Proposals should be limited to 8 ½ x 11 sheets for a maximum of twenty (20) total pages, not including the cover letter, cover or back sheets**

The submission included via USB Flash Drive shall be in PDF Format and shall contain **only** One (1) File. (**Please merge** all documents relating to your proposal,

and all related documents, into one single PDF document. The PDF document shall replicate the hard copy submittal exactly).

2. **Price Proposal:** Price proposals are to be submitted in accordance with the requirements of this section and as follows: Submit one (1) original copy in a separate sealed envelope and clearly marked with the following information:

(a) the phrase “**EAST CHEYENNE COMMUNITY PARK MASTER SITE DEVELOPMENT PLAN – PRICE PROPOSAL**”

(b) the date and time specified for receipt of proposals

(c) the name and address of the proposer.

An electronic copy of the Price Proposal is not required, one (1) original copy in the Price Proposal envelope is all that is required.

**PROPOSERS ARE INSTRUCTED TO ENSURE THAT ANY PRICING INFORMATION IS NOT INCLUDED IN THE TECHNICAL PROPOSAL OR IN THE PDF ELECTRONIC FILE FOR THE TECHNICAL PROPOSAL.**

**ANY PREMATURE REVIEW OF PRICING INFORMATION THAT IS MISTAKENLY INCLUDED WITH THE TECHNICAL PROPOSAL, WILL BE BASIS FOR PROPOSAL REJECTION.**

## CONTENT AND FORMAT OF SUBMITTAL

1. **Project Approach** – Briefly describe the way that your firm or team would address the work described in the attached SCOPE OF WORK. The proposer should show briefly and concisely familiarity with the project area. The proposer shall formulate and describe a robust public involvement process in the proposal.
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 in the SCOPE OF WORK and prepare a graphic to illustrate that schedule.
4. **Modifications to Scope of Work** – The attached Scope of Work is a draft and the City will entertain amendments to the Scope of Work.
5. **Other information** – Any additional information you believe would be useful to the selection committee should be placed in this section. Focus on how your firm best meets the selection criteria. Selection will be made by a committee.
6. **Sealed Price Envelope** - Provide a complete line item budget for all Phases of the work listed in the Scope of Work, with a breakdown of each phase to complete the Project as specified in the RFP, its attachments and other documents referenced. This price should be contained in a sealed envelope separate from the work proposal.

### **Please Note:**

Contracts will be sent to the City Governing Body for approval if the final contract is \$25,000.00 or greater. All proposals received will be considered public information by the City of Cheyenne. Consultants are advised that any information considered by them to be trade secret, privileged or confidential data should not be revealed in the proposal. Contents of proposals received and completed rating sheets will be made available to anyone requesting them after the selection process has been completed and the contract has been awarded.

## **ADDENDA**

Any and all Proposers may make inquiries in writing to CITY at any time prior to **12:00 PM local time on Wednesday, August 4, 2021.**

Any written question of a Proposer regarding the meaning or interpretation of the RFP, work scope, specifications, etc., must be submitted to the CITY prior to the above specified date. The City shall make reasonable efforts to ensure that clarifications given to any prospective Proposer shall be similarly furnished to all prospective Proposer in summary form as an addendum to this RFP if the lack of such information could reasonably be considered prejudicial towards uninformed respondents. No technical assistance shall be given by the CITY to any Proposer in preparation of its response. Any verbal inquires by Proposers, or verbal responses by the CITY shall not be binding.

The City intends to respond to all questions and inquires no later than, **Friday, August 6, 2021 at 5:00 p.m.**

Written inquiries shall be directed to:

**TJ Barttelbort, Purchasing Manager**

City of Cheyenne

2101 O' Neil Ave., Rm. 309

Cheyenne Wyoming 82001

Phone # 307-773-1045

E-mail: [tbarttelbort@cheyennecity.org](mailto:tbarttelbort@cheyennecity.org)

Any or all changes, additions, or clarifications in connection with this RFP shall be issued by the CITY in the form of written addenda. Oral comments, responses and/or representations shall not be binding upon the CITY.

Any or all changes, additions, or clarifications in connection with this RFP shall be issued by the City in the form of written addenda. If any Addenda are issued, each proposer must sign the "Acknowledgement of Receipt of RFP Addenda" form which will be included with any Addenda and submit the executed form with its proposal. **The CITY will consider as incomplete any proposal in which all addenda are not acknowledged and this will be a basis for proposal rejection.**

## **SELECTION PROCESS**

Proposals will be reviewed by a selection committee appointed by the City of Cheyenne. This committee may be composed of representatives of the City, Project Steering Committee, and/or other project stakeholders. 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 then be selected based on the highest total weighted score. The selected firm's fee schedule and cost estimate envelope will be opened. The City 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 City will then negotiate with the second-place firm. This process will be followed until a mutually satisfactory agreement is reached.

The City may award the project to the proposing firm that best meets the needs of the project.

## **TENTATIVE SELECTION SCHEDULE – subject to change**

July 21 & 28, 2021	Legal Advertisement
August 4, 2021	Deadline for Questions to be submitted
August 6, 2021	Addendum Response Deadline
<b>August 19, 2021</b>	<b>Proposals due from Consultants</b>
August 19-27, 2021	Review Committee selects Consultants for interviews (If necessary)
Sept. 1 or 2, 2021	Interviews are held, and review committee completes final selection
September 6-21, 2021	Professional Services Agreement finalized with successful Consultant
September 22, 2021	Agenda Completion Deadline
September 27, 2021	Agreement placed on City Council Agenda
October 4, 2021	Agreement at Finance Committee
October 11, 2021	Agreement City Council Meeting: Agreement approved/disapproved.
October 18, 2021	Notice-to-proceed issued by City if Agreement approved

## **FUNDING**

The City has funds budgeted for this project and reserves the right 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.

## **CONSULTANT INVOLVEMENT**

The consultant will hold meetings as needed with City Staff and a Project Steering Committee during the project. This can be up to six (6) meetings, not included are teleconference meetings which could occur as needed. The Consultant can expect formal meetings at the project kickoff, prior to all public meetings, two to three weeks after all draft submittals and at the conclusion of the project to ensure all concerns from all stakeholders have been addressed satisfactorily.

The City will provide any existing mapping data, reports and project information. The consultant will provide an updated survey and use other 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, alignments and improvements proposed. The consultant will be responsible for preparing the final recommendations in a rendering, map and report format, as well as electronically.

## **PUBLIC INVOLVEMENT**

The selected consultants will develop a public involvement strategy that will be uniquely tailored to the needs of this project. A minimum of two public open house meetings and various other public outreach techniques will be used. Consultants will work closely with a Project Steering Committee made of technical staff from the City. The consultants will meet with them as necessary but no less than every month to coincide with monthly billings during the project. Periodic updates, with necessary presentations, will be provided to the City and the Project Steering Committee. During the plan development the consultant shall plan on two presentations to Project Steering Committee. During the adoption process plan on presentations to the City Planning Commission, the City Public Service Committee, and the Governing Body.

The consultant will be responsible for miscellaneous copies for review to City and Project Steering Committee as needed throughout the project. The consultant will be responsible for providing three (3) hard copies of the preliminary draft report and electronic files. The consultant will be responsible for providing ten (10) hard copies of the final report and maps before its adoption by the City Governing Body along with electronic files.

## SCORING CRITERIA

<b>PROJECT: East Park Greenway and Drainage Plan</b>				
<u>CRITERIA</u>	<u>DESCRIPTION</u>	<u>WEIGHT</u>	<u>SCORE</u> <u>(0 - 10)</u>	<u>TOTAL</u>
<b>Planning process</b>	Demonstrated technical expertise and ability of consultant to develop and implement a comprehensive transportation planning process. Such process will foster consensus building between various stakeholders involved in the plan.	<u>10</u>		
<b>Proposal quality</b>	Readability, completeness, brevity, and organization of the proposal.	<u>10</u>		
<b>Applicable education and experience</b>	Education, experience with similar work, and verification of pertinent requirements of Wyoming law concerning the practice of the professional services required.	<u>9</u>		
<b>Performance on past projects</b>	Success on previous projects in the way of project quality, budget, schedule and cost control.	<u>9</u>		
<b>Project innovations</b>	Ideas or suggestions to improve the schedule, feasibility, cost savings and/or scope of the project.	<u>8</u>		
<b>Familiarity with project</b>	Knowledge of project background, needs, goals, limitations, and special considerations.	<u>8</u>		
<b>Public process and involvement</b>	Demonstrated ability to work with the citizens, public agencies and private sector. Consultant's ideas, methods and past experiences that will be utilized to obtain public participation.	<u>7</u>		
<b>Adequate resources</b>	Sufficient available staff and equipment to complete the proposed work within the requested time frame.	<u>7</u>		
<b>Equal opportunity</b>	Consultant's record on affirmative action and response to relevant policies regarding minorities, women and disadvantaged business in employment contracts.	<u>5</u>		
<b>Total</b>				<u>730</u>



## RESIDENT FIRM

Please select if your Firm is classified as a resident firm, and if you comply with Wyoming Statute § 9-23-102 (a) (vi) (A) & (B) & (I)

“(vi) “Resident firm” means a firm that:

- (A) Possesses a physical office within the state that is staffed by individuals with professional and technical expertise who are employed in the state; and
- (B) Certifies in the firm’s current statement of qualifications or application that if selected for the project the percentage of professional services specified in this subparagraph shall be performed by individuals or consultants employed in the state who will perform their labor or professional services provided under the contract within the boundaries of the state. The individuals who will perform the professional services shall possess the professional and technical qualifications necessary to perform the work required by the contract. The following percentages shall apply to this subparagraph:
  - (I) For any projects with negotiated fees for professional services in an amount equal to one million five hundred thousand dollars (\$1,500,000.00) or less - fifty percent (50%) of the professional services provided under the firm’s contract;”

**YES, the Firm submitting this Proposal is a Resident Firm as described above and complies with Wyoming Statute § 9-23-102 (a) (vi) (A) & (B) & (I)**

**NO, the Firm submitting this Proposal is NOT a Resident Firm as described above and does not comply with Wyoming Statute § 9-23-102 (a) (vi) (A) & (B) & (I)**

**Please select One (1) Option above \*\*\*Yes or No\*\*\* with an ‘ X ’, and include this page with your proposal, for review by the City.**

## **THE PROJECT**

East Cheyenne Community Park is a 105 acre +/- parcel located SW of the intersection of East Pershing Boulevard and Whitney Road and is currently within Laramie County jurisdiction. The purchase of the park property was taxpayer funded and approved in 2017 by Laramie County Voters. The site abuts private property to the west and Union Pacific Railroad to the south and contains significant floodplain within its boundary. The site is now open to the public as an open space area with a gravel parking lot located along the E. Pershing corridor on the west side of the property.

The City is interested in obtaining a 35% Master Site Development Plan for future improvements to the park site. The project will include significant public participation, assessment of current recreational needs of the community, analyzing infrastructure requirements, updating survey data for the site, identifying buildable areas of the site/determining existing floodplain constraints, providing phasing options and providing estimates of probable cost for proposed phases.

## **OTHER RELEVANT PROJECTS IN PROGRESS**

The Cheyenne MPO is currently working with consultants on two additional plans in the project area.

**The East Park Greenway Underpass & Drainage Plan** will lay out a 35% conceptual design and explore the feasibility of constructing replacement culverts to mitigate flooding in and around the drainage channel of Dry Creek between East Pershing Blvd., and into and through the East Cheyenne Community Park. Once the drainage needs are planned, then the current drainage culvert under the UPRR tracks can be planned for a bicycle/pedestrian underpass, as part of the Greater Greenway expansion southeast into Cheyenne LEADS/LCCD Open Space, and beyond including the Archer Complex.

**The East Pershing Boulevard Plan** will lay out a 35% plan for improvements to East Pershing Boulevard from US 30 to Christensen Road and is intended to address issues such as road width, intersection signalization, public sidewalk and greenway connections from existing and into the new park property.

Finally, the City has contracted to construct an eight (8) foot wide gravel path on the southern portion of the property that will surround the existing water quality pond. This project is expected to begin in early October 2021. Ultimately, the project will include installation of signage to educate the public on water quality and native flora and fauna.

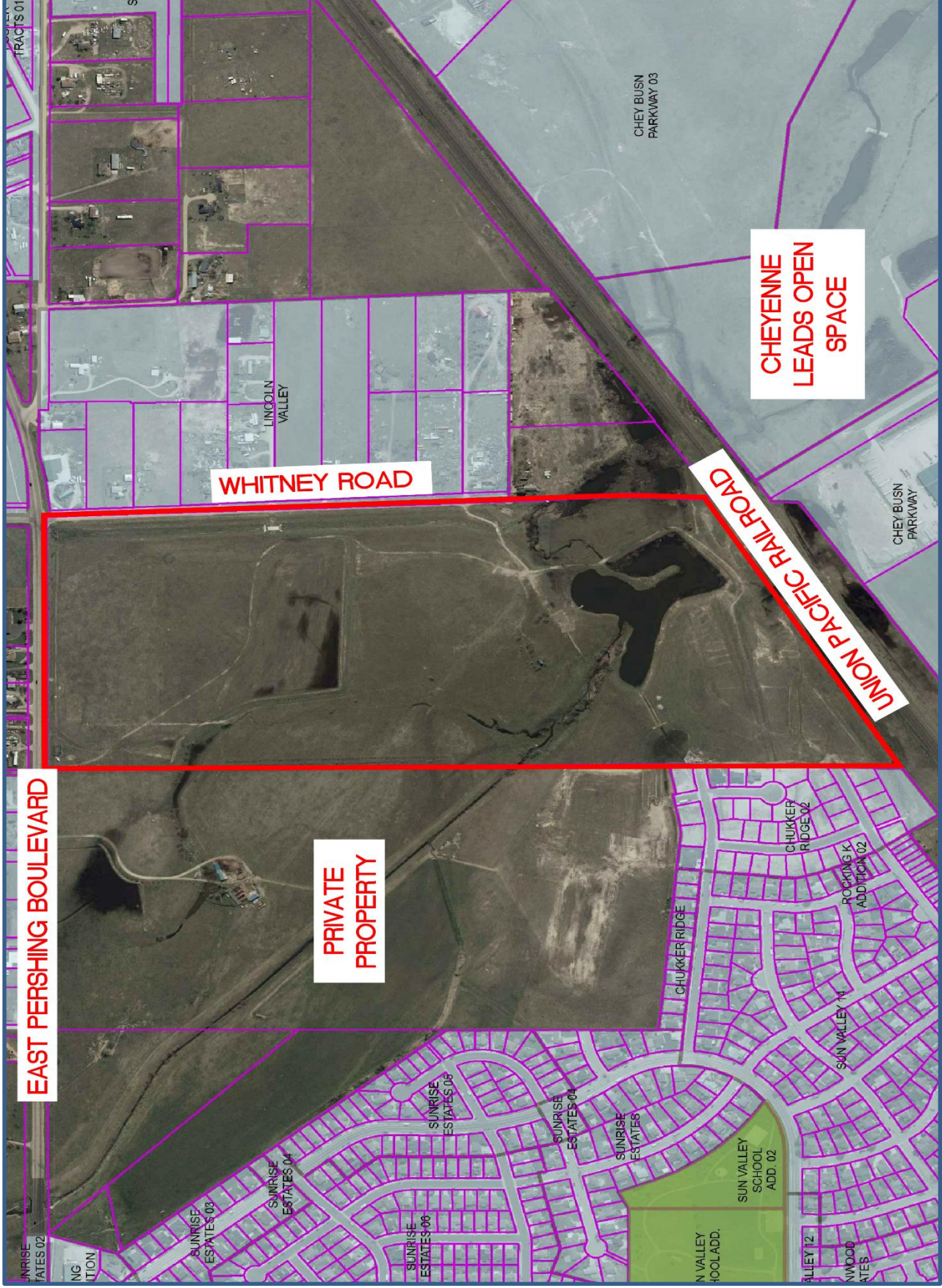
**Project Area**











**EAST PERSHING BOULEVARD**

**PRIVATE PROPERTY**

**WHITNEY ROAD**

**UNION PACIFIC RAILROAD**

**CHEYENNE LEADS OPEN SPACE**

LINCOLN VALLEY

CHEY BUSH PARKWAY 03

CHEY BUSH PARKWAY

SUNRISE ESTATES 02

NG LITION

SUNRISE ESTATES 03

SUNRISE ESTATES 04

SUNRISE ESTATES 06

SUNRISE ESTATES 05

SUNRISE ESTATES 04

SUNRISE ESTATES

SUN VALLEY SCHOOL ADD. 02

CHUKKER RIDGE

CHUKKER RIDGE 02

ROCKING K ADDITION 02

SUN VALLEY 14

SUN VALLEY HOOLADD.

ALLEY 12

SUNWOOD ESTATES

## **PLANNING TASKS**

The proposed project entails the development of a master plan for an existing, undeveloped park site. At a minimum, the project should include the following:

Review of the Plan Cheyenne Parks and Recreation Master Plan and other related documents;

1. Community input from current users and stakeholders;
2. Evaluation of existing inventory of park and recreation facilities;
3. Site survey;
4. Location of utility connections for future park development;
5. Preparation of opportunities and constraints map of the site;
6. Preparation of preliminary conceptual design alternatives for the site;
7. Preparation of Master Plan and report identifying the preferred conceptual design, and the recreational amenities planned for the site including the location and configuration of all site elements;
8. Preparation of a cost estimate for the preliminary conceptual design alternatives and for the preferred conceptual design.

## SCOPE OF WORK

The scope of work outlined below is to be used as a general guide and is not intended to be a complete list of tasks necessary to complete the project.

### Project Initiation

1. Meet with Project Steering Committee on project intent and planning process
2. Update survey
3. Review and analyze existing site conditions
4. Review and evaluate options for site elements

**Deliverables:** Final Scope of Services and Project Schedule

### Conceptual Design

1. Refine conceptual design for the site elements
2. Prepare dimensioned site plans, elevations and colored renderings to be used for final approvals and as a basis for preparation of construction documents

**Deliverables:** Final Conceptual Design and Construction Cost Estimates

### Presentations and Meetings

1. Attend a minimum of four (4) meetings with staff to review and discuss design
  2. Attend two community meeting to discuss design proposal and receive public input
  3. Prepare and present a PowerPoint presentation to:
    - Project Steering Committee
    - City Planning Commission
    - City Council
- The selected firm will be responsible for preparing the final recommendations in a simple map and report format.
  - The firm will also provide updated survey in AutoCAD format to the City.
  - The consultant shall provide up to ten hard copies of final drawings and written plans. Any drafts and final products shall also be submitted as digital documents for easy dissemination, reproduction and online display.
  - Graphics shall be saved as part of the document and as separate graphic files. All graphics used shall be either in the public domain or have rights transferred to the City of Cheyenne for unlimited reuse.