

Request for Proposal

Cheyenne Metropolitan Planning Organization



SAFE STREETS FOR ALL

Comprehensive Safety Action Plan



Proposal Due: January 22, 2025

**Cheyenne Metropolitan
Planning Organization**

REQUEST FOR PROPOSALS (RFP)

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

SS4A Comprehensive Safety Action Plan

Qualifications based selection criteria will be used to analyze proposals from responding consultants. The most qualified consultant teams will be invited to interview in-person, virtually, or in a hybrid format. Upon completion of technical ranking and interviews, Cheyenne MPO will enter into negotiations with the top ranked firm. **Sealed cost proposals shall be submitted with the RFP.** The cost proposal of the top ranked firm will be opened during contract negotiations. Those firms not selected for direct negotiations will have their unopened cost proposals returned. Cheyenne MPO reserves the right to reject any or all submittals. This project will be funded, in part, with a US Department of Transportation Federal Highway Administration Safe Streets and Roads for All (SS4A) Grant for the Cheyenne Comprehensive Safety Action Plan and has a not-to-exceed budget of **\$250,000**.

All proposals received by 3:30 p.m. (Mountain Time) on Wednesday, January 22, 2025, at the Cheyenne MPO's office will be given equal consideration. Minority, women-owned and disadvantaged business enterprises are encouraged to apply. Respondents must submit one PDF of the proposal, and one sealed hard copy of the cost proposal. The full length of the proposal should not exceed 30 pages; including any supporting material, charts, or tables.

A PDF of the proposal may be emailed or delivered by USB. Hard copies of sealed cost proposals shall be delivered to the contact below:

Christopher Yaney
Cheyenne MPO
2101 O'Neil Ave, Room 304
Cheyenne, WY 82001
307-638-4308

Fax versions will not be accepted as substitutes for hard copies. Once submitted, the proposals will become the property of Cheyenne MPO.

Agency Overview

The Cheyenne MPO planning boundary consists of the entirety of the City of Cheyenne and portions of unincorporated Laramie County. **Figure 1** represents the area visually. According to the 2020 Census, over 100,000 people live within the Cheyenne metro area, with even more traveling to and through the area. The Cheyenne MPO leads transportation planning efforts within the planning boundary to accommodate all modes of travel.

Cheyenne MPO is responsible, in cooperation with the Wyoming Department of Transportation and local planning partners from the City of Cheyenne and Laramie County, for carrying out the metropolitan transportation planning process and other planning issues of a regional nature. Cheyenne MPO represents one city and a portion of one county that comprises the Cheyenne MPO area in these efforts.

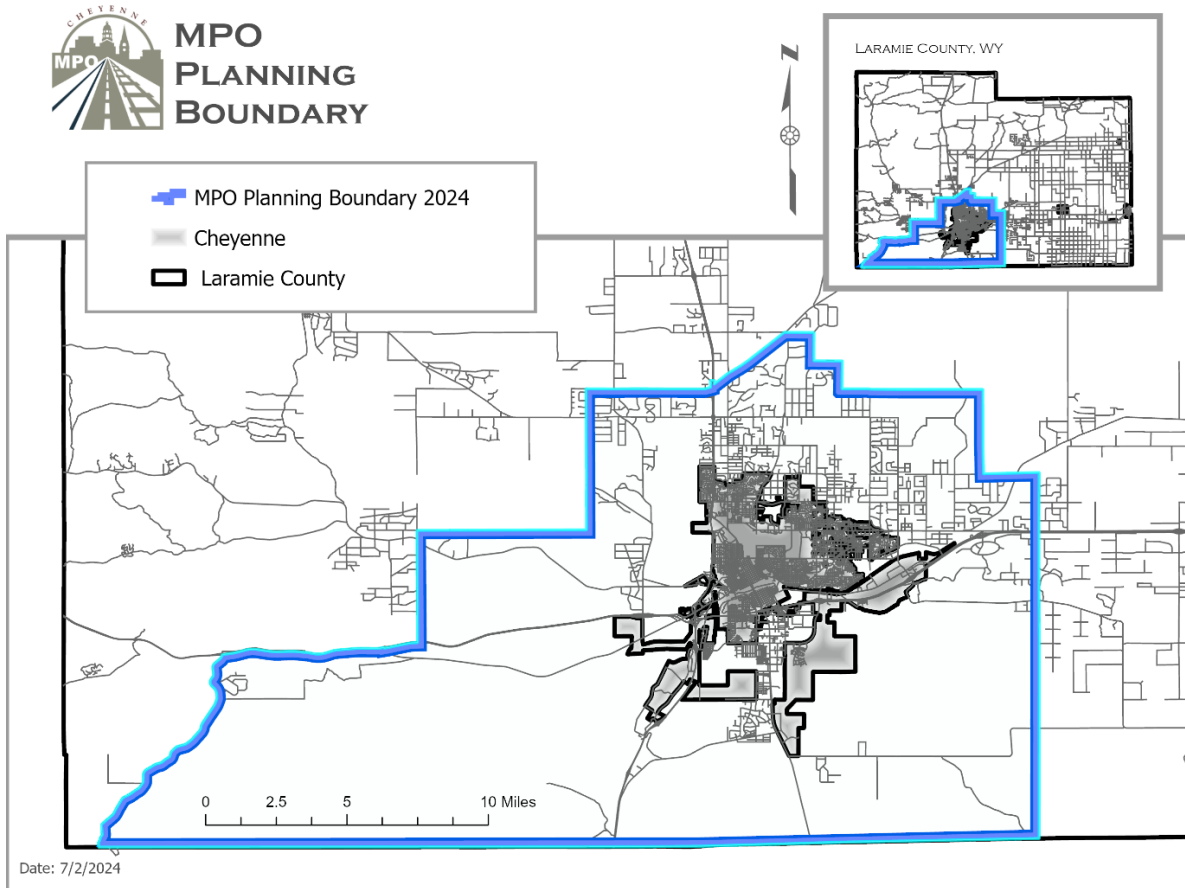


Figure 1

Purpose of Request

A comprehensive safety action plan (CSAP) is a powerful way to prioritize safety improvements and justify investment decisions within area jurisdictions. These plans can serve as the basic building block to significantly improve roadway safety by reducing and eliminating serious injury and fatal crashes, communicating and collaborating with stakeholders and community members, and providing information on funding opportunities.

As a recent recipient of a FY24 Safe Streets and Roads for All (SS4A) Grant, this Comprehensive Safety Action Plan (CSAP) for the Cheyenne MPO area will provide a framework of innovative strategies and implementation actions intended to reduce transportation-related fatalities and serious injuries while also supporting federal safety initiatives. The CSAP will identify safety issues and specific actions that can be implemented to improve safety for people traveling by any mode throughout the region. The plan will develop recommendations for both motorized and non-motorized modes in the roadway network as well as other elements including land use, transit, freight, and other community factors to create a comprehensive course of action. The plan will address federal and state regulations, including design guidance as well as performance management goals, measures, and targets, and will promote equitable outcomes.

As noted, this plan will be funded in part through an SS4A discretionary grant program. The purpose of this program, established by the Bipartisan Infrastructure Law (BIL), is to support local initiatives to prevent death and serious injury on roads and streets, including pedestrians, bicyclists, public transportation users, motorists, personal conveyance and micro-mobility users, and commercial vehicle operators. Once complete, the CSAP will allow Cheyenne MPO and area jurisdictions to apply for implementation (capital construction) discretionary grant funds through the SS4A initiative.

Project Narrative

The Cheyenne MPO and area jurisdictions understand our shared responsibility in eliminating fatal and serious crashes for all roadway users, including those who walk, bike, drive, ride transit, and travel by other modes in our community. We are committed to a holistic approach in how we think about transportation safety and how we prioritize investments across the entire transportation system so that we can build a safe and better system for all users of all modes.

By developing the first Comprehensive Safety Action Plan for the Cheyenne MPO, our area will commit to providing a framework of innovative strategies and implementation actions that will ensure crash reductions and support federal safety initiatives. Through expanded collaboration with regional stakeholders and community members, as well as guidance from FHWA's Safe System approach and SS4A's Action Plan Components, we will develop a joint comprehensive safety action plan that is founded upon the following:

- Stakeholder and public engagement plan, with a strong emphasis on equity and outreach to the communities, including low-income and disadvantaged communities.
- Data collection and review, including a summary of existing programs, policies, and studies as well as a peer review of comparable metropolitan areas.
- Safety analysis, including an analysis of regional trends, contributing factors, and patterns of transportation-related accidents in the region.
- Transportation equity review, including an assessment of regional equity indicators related to accessibility, connectivity, environment, health, engagement, and effectiveness, and how transportation systems affect and/or influence safe and equitable outcomes.
- Dashboard and toolkit, including graphic visualizations that illustrate safety countermeasures, context-sensitive solutions, user educational components, and performance measure tracking.
- Implementation matrix for executing safety measures including:
 - Policies, programs, innovative practices, and low-cost/high-impact strategies; and
 - Specific construction projects with scope, budget, and time frame.

The SS4A Comprehensive Safety Action Plan (CSAP) shall also meet FHWA components (Leadership Commitment & Goal Setting, Planning Structure, Safety Analysis, Engagement & Collaboration, Equity & Considerations, Policy & Process Changes, Strategy & Protect Selection, and Progress & Transparency).

Scope of Work and Performance Tasks

Cheyenne MPO is seeking a consultant that can not only provide the typical qualifications necessary in the development of the Comprehensive Safety Action Plan (CSAP) but also can provide pro-activeness, vision, innovation, and collaboration in examining and proposing strategies and recommendations that will ensure a reduction of fatal and serious crashes for all roadway users.

Outlined below is the scope of work that will guide the development of the CSAP. Cheyenne MPO has included the following scope of work to provide interested consultants insight into project intent, context, coordination, responsibilities, and other elements to help facilitate proposal development.

This outline is not necessarily all-inclusive and the consultant may include in the proposal any additional performance tasks that will integrate innovative approaches to successfully completing the CSAP. At a minimum, the consultant shall be expected to establish detailed outlines, analyses, assessments, and recommendations for the following tasks:

Task 1: Project Structure and Work Plan. Building on the scope of work presented in their proposal, and incorporating any relevant changes made during contract negotiations, the consultant will prepare a detailed work plan and the achievable timeline for the CSAP

anticipated to be adopted by August 1, 2026. The work plan will outline the overall approach, as well as specific actions and activities that will occur during the project and how these will result in a successful conclusion to the study.

Task 2: Project Management and Coordination. The consultant shall be required to manage the study and coordination with any subconsultants, as well as bear responsibility for all documentation and equipment needs. The consultant will identify a project lead from their team to act as the direct point of contact for Cheyenne MPO's project manager.

This task will also include regular progress meetings with the Cheyenne MPO Steering Committee, the preparation of monthly progress reports, documentation of travel and expense receipts, and the preparation and submission of invoices. When submitting progress reports, the consultant will be required to outline the following:

- Performed work;
- Upcoming tasks or milestones;
- Status of scope and schedule; and
- Notification of any issues or concerns.

Development of the CSAP will be guided by a Review Committee, which will provide oversight and input into study assessments, analyses, policies, and recommendations. The consultant should expect regular progress meetings with Cheyenne MPO Steering Committee.

The consultant shall be responsible for the preparation and coordination of all data collection, data analysis, technical memorandum, and draft documents for the Cheyenne MPO Steering Committee. The Cheyenne MPO shall be responsible for coordinating and scheduling the Cheyenne MPO Steering Committee meetings and assisting the consultant in developing agendas. The consultant will be expected to work closely with Cheyenne MPO on the coordination and distribution of materials to the Cheyenne MPO Steering Committee as applicable to consultant work tasks, as well as be responsible for the recording of meeting minutes.

The Cheyenne MPO Steering Committee is scheduled to be comprised of representatives from each of Cheyenne MPO's three jurisdictions: City of Cheyenne, Laramie County, and WYDOT.

Task 3: Stakeholder and Public Engagement Program. In compliance with Cheyenne MPO's adopted Public Participation Plan (PPP), the consultant will develop and implement a detailed stakeholder and public engagement program that seeks to gain authentic and meaningful public input from community members across the Cheyenne MPO area. A strong emphasis shall be placed on equity and outreach to the communities in the region. At minimum, the stakeholder and public engagement program should address the following:

- Identification of, and engagement activities for, key communities that may be disproportionately impacted by traffic risks and traditionally underserved by safety efforts;
- Specific activities for reaching identified stakeholder groups and engagement strategies that inform, involve, and empower stakeholders and the public;
- Examination of perceived safety culture and concerns in the Cheyenne MPO area;
- Timeline for stakeholder and public engagement activities;

- Communication methods for sharing information with residents and community members; and
- Strategy for effective and consistent messaging.

The consultant is encouraged to utilize creative methods, opportunities, and activities when collaborating, engaging, and informing stakeholders and the public, especially for communities disproportionately impacted and traditionally underserved. The consultant is also encouraged to review [Promising Practices for Meaningful Public Involvement in Transportation Decision-Making](#) for additional insights.

Task 4: Data Collection and Review. The consultant will collect and review existing programs, policies, and activities, and provide a summary of current efforts to address transportation safety in the Cheyenne MPO area. The consultant should also review strategies that other cities, counties, DOTs, and MPOs are using to address safety, identify programs that have evidence of measurable success, and provide an assessment of the most effective and efficient methods used to achieve outcomes.

As part of this task, the consultant should at minimum:

- Review existing local, regional, state, and federal plans, studies, and initiatives related to roadway safety improvements to identify opportunities to improve processes for prioritizing transportation safety and collaboration that could lead to improved effectiveness of safety analysis, project development, and implementation for jurisdictions in the Cheyenne MPO area;
- Conduct a peer review and comparison of the crash analyses of similar-sized MPOs. This review should include, but is not limited to, a comparison based on crashes per VMT and crashes per capita, and exposure to risk/crash risk;
- Assess the quality and completeness of existing available data including crash, transportation, land use, and demographic data; and
- Develop recommendations based on literature, policy, and data review on best analysis strategies and data requirements.

Task 5: Safety Analysis. The consultant will conduct an analysis of existing safety conditions and historical trends that provides a baseline level of crashes involving fatalities and serious injuries across the Cheyenne MPO area. This safety analysis shall include an examination of locations where there are crashes and the severity of the crashes, as well as contributing factors and crash types by relevant road users (personal motorists, bicyclists, pedestrians, freight, etc.). An analysis of systemic and specific safety needs should also be performed, as needed (e.g., high-risk road features, specific safety needs of relevant road users, public health approaches, analysis of the built environment, demographic, and structural issues, etc.). To the extent practical, the analysis should include all roadways within the Cheyenne MPO, without regard for ownership. The consultant will analyze safety concerns to include speeding, posted speed limit, lighting/visibility, crosswalk safety, bike and pedestrian serious injuries and deaths, distractive driving, vehicle serious injuries and deaths. The consultant will include potential strategies to address safety enhancements to include roadway/intersection concept design such as roundabouts, signage, lighting, pavement marking, signals, traffic calming devices, geometric improvements, safety assessments for school routes, potential funding sources, education and outreach.

Task 6: Transportation Equity Review. The consultant will perform a transportation equity review to better understand how current transportation systems, services, and decision-making processes impact the lives of all users, including underserved and underrepresented communities in the Cheyenne MPO area. This should include an analysis of systems, services, and processes that support safe and easy-to-use multimodal options, amenities that are accessible to all populations for reaching destinations independently, and strategies to reduce socioeconomic disparities experienced by underserved and underrepresented communities.

As part of this task, the consultant should develop and assess regional transportation indicators that easily measure transportation barriers in the Cheyenne MPO area and/or potential structural inequalities that different population groups may face. These indicators should include, at minimum:

- Accessibility
- Connectivity
- Effectiveness
- Environment
- Health
- Mobility
- Safety
- Level of community engagement
- Other equity indicators, as required

Task 7: Dashboard and Toolkit. The consultant will establish a process and create a publicly accessible tracking mechanism in the form of a dashboard or other appropriate format as a means to monitor safety outcomes and evaluate which safety measures are most effective throughout the Cheyenne MPO area. The consultant will also develop a safety toolkit with graphic visualizations that illustrate safety countermeasures, context-sensitive design solutions, and user educational components tailored for the region.

Task 8: Implementation Matrix. The consultant will develop an implementation matrix that identifies potential projects, strategies, and recommendations for future grant opportunities, measures that can be included in regular maintenance cycles, and potential updates to Cheyenne MPO area to better align with safety best practices. The implementation matrix will recognize the needs of all users of the regional transportation system, potential projects that are feasible and applicable for grant funding, conceptual infrastructure improvements with estimated costs, and schedule for implementation.

Strategies and recommendations shall consider and outline fiscal and staff time resources necessary for a continued, sustained, and successful effort to achieve traffic safety goals and meet SS4A objectives after plan adoption. A project readiness timeline for each strategy and project should be included for short-term (0-5 years), mid-term (5-10 years), and long-term (10+ years).

Task 9: Administrative Draft and Final Plan. The consultant will prepare an administrative draft of the Comprehensive Safety Action Plan for review and comment by the Steering Committee. This draft is to be provided as an electronic PDF to Cheyenne MPO Steering Committee members. Comments received from the Committee will be incorporated into the final plan.

Upon final review and consent by the Cheyenne MPO Steering Committee, the consultant will develop a final report that is visually appealing, easy for policymakers and stakeholders to understand, and communicates action plan strategies and recommendations. The report should be able to be used both digitally and in hard copy format. This may take the form of separate print and web formats (English and Spanish).

Specifically, the consultant should develop a final report that:

- Is organized and communicates a clear message both graphically and with accompanying text;
- Is easy to read and understand; and
- Explains key implications as they relate to policies, programs, practices, strategies, infrastructure projects, funding, and other recommendations.

The consultant shall provide the Cheyenne MPO with appropriate presentation materials for final review and approval of the CSAP by the Cheyenne MPO's Citizens Advisory Committee, Technical Committee, Policy Committee, City and County Planning Commissions, City Council and County Commissioner Board. The consultant shall be responsible for presenting and achieving final recommendations and approval of the study.

Task 10: Executive Summary/Fact Sheet. Upon completion of the CSAP, the consultant shall develop a brief executive summary or fact sheet in PDF format which relays all pertinent information in an easy-to-follow format. The summary should be concise and highly graphic, highlighting major assumptions, strategies, and recommendations.

Task 11: Deliverables. Upon final project completion, the consultant will be responsible for providing a high-resolution document in PDF format (English and Spanish). The consultant is also expected to provide Cheyenne MPO with all data and study products. All meeting summaries and technical analyses should be included as an appendix of the study.

The consultant will be responsible for copies for review to Cheyenne MPO/Steering Committee as needed throughout the project. The consultant will be responsible for providing two hard copies each of the preliminary and final report, along with electronic copies in PDF format. Final mapping GIS Shapefiles will be provided to the Cheyenne MPO.

Specific deliverables are expected to include (but may not be limited to) the following:

1. Complete documentation of the CSAP and supporting documentation.
2. Complete a CSAP identification of high-risk road features, specific safety needs of relevant road users, public health approaches, analysis of the built environment, demographic, and structural issues, solutions proposed, and an action plan outlined in the Scope of Work.
3. Advertisement design and electronic copies for public participation efforts that may possibly include postcards, newspaper advertisements, and social media, among others.
4. Displays for staff, steering and/or public meetings including maps, boards, handouts, surveys, and sign-in sheets. These will be available as electronic copies to the Cheyenne MPO to review at a minimum of four (4) business days prior to meetings and summaries of surveys promptly upon completion.

5. Summary of all public meetings and steering committee meetings to be produced within a week of the event.
6. Power Point presentations prepared for all meetings, and a text summary of all meetings for the Cheyenne MPO website.
7. A memo with documentation regarding tasks completed and proposed task steps with every invoice, including a summary of work completed during that period, anticipated tasks for the next month and any impacts to the schedule.
8. Electronic copies of all documents, images, photos, shapefiles, maps, draft and final plans.
9. The final planning document will contain the disclaimer below within the title pages.

"The preparation of this report has been financed in part through grant[s] from the Federal Highway Administration and Federal Transit Administration, U.S. Department of Transportation, under the State Planning and Research Program, Section 505 [or Metropolitan Planning Program, Section 104(f)] of Title 23, U.S. Code. The contents of this report do not necessarily reflect the official views or policy of the U.S. Department of Transportation."

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 envelope will be opened, 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 the qualification-based selection found in 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.

TENTATIVE SELECTION SCHEDULE (*SUBJECT TO CHANGE*)

RFP on MPO Website	12/16/2024
Legal Ad in Paper #1	1/4/2025
Legal Ad in Paper #2	1/8/2025
Deadline for Questions	1/13/2025
Answers to Questions (Only on PlanCheyenne.org)	1/15/2025
Proposals Due (Delivered to Room 304)	1/22/2025
Select consultants to be interviewed	2/11/2025
In person and/or virtual interviews held	2/18/2025

*Notice to Proceed shall not be issued until an SS4A Action Plan Grant Agreement has been executed by the FHWA Office of Acquisition and Grants Management.

COST

The Cheyenne MPO has a not-to-exceed budget of \$250,000 for this project in FY '25 through FHWA Office of Acquisition and Grants Management. The project shall be completed within the advertised budget for this solicitation. The MPO does not have other funding mechanisms available to complete the described work. The consultant is responsible for completion of all project tasks described within this solicitation. Any overruns or funds expended beyond the project's available budget shall be borne at the sole cost of the awarded consultant. If the consultant feels that portions of the work should be done by others, this should be discussed in the proposal within the modifications to the SCOPE OF WORK.

First Round Selection Criteria of Proposal

PROJECT: Safe Streets 4 All (SS4A)				
<u>CRITERIA</u>	<u>DESCRIPTION</u>	<u>WEIGHT</u>	<u>SCORE</u> (0 - 10)	<u>TOTAL</u>
Planning process	Demonstrated technical expertise and ability of consultant to develop and implement a comprehensive transportation planning process. Such process will foster consensus building between various stakeholders involved in the plan.	10		
Written 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 innovations	Ideas or suggestions to improve the schedule, feasibility, cost savings and/or scope of the project.	8		
Familiarity with project	Knowledge of project background, needs, goals, limitations, and special considerations.	8		
Public process and involvement	Demonstrated ability to work with the citizens, public agencies, and private sector. Consultant's ideas, methods and past experiences that will be utilized to obtain public participation.	7		
Adequate resources	Sufficient available staff and equipment to complete the proposed work within the requested time frame.	7		
Equal opportunity	Consultant's record on affirmative action and response to relevant policies regarding minorities, women, and disadvantaged business in employment contracts. (Points awarded as follows: No policy shown in proposal 0 points, policy provided 5 points, demonstrated in team composition 10 points)	5		
Total				730

Second Round Project Selection Criteria for Interview

PROJECT: Safe Streets 4 All (SS4A)				
<u>CRITERIA</u>	<u>DESCRIPTION</u>	<u>WEIGHT</u>	<u>SCORE</u> (0 - 10)	<u>TOTAL</u>
Related Project Experience	How do you rate the overall experience and qualifications of the key consultant team and personnel?	8		
Grasp of the Project Requirements	Did the consultant team address the requirements of the Project SCOPE OF WORK?	10		
Ability to Communicate	Overall Impression of the interview (i.e., Organization, teamwork, problem solving ability, and ability to communicate).	9		
Performance on past projects	Success on previous projects in the way of project management, project quality, and ability to meet the schedule.	9		
Project innovations	Did the consultant team offer innovative or creative ideas or value-added alternative scoping to enhance the project?	8		
Familiarity with project	Rate the consultant team's knowledge of the community, project area, project constraints, opportunities, and/ or threats?	10		
Public process and involvement	Did the consultant team demonstrate the program and ability to work with the citizens, public agencies and private sector? Did the consultant team provide past project success and experiences that will be utilized to obtain public participation?	7		
Interview Team	Did the personnel who will be assigned key tasks in the project participate in the interview?	7		
Other	Did the consultant team respond effectively to direct questions or issues raised from the committee? How do you rate the consultant team's planning process, interview preparation, and level of interest?	5		
Total				730