

Request for Proposals

For

Blackmore Road to Hat Six East Side Sub Area Planning Traffic 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, February 03, 2012**, from individuals and/or organizations that specialize in traffic planning studies. Twelve (12) copies of the proposal shall be submitted to the following individual and address, by the above noted deadline.

Joshua Deifel
Casper Area MPO Supervisor
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 20, 2012

Proposals received after the above deadline will not be considered. If there are any questions regarding any part of the Request for Proposals, they should be directed to Joshua Deifel at (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 Joshua Deifel 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_____



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

Blackmore Road Sub Area Traffic Planning Study

Request for Proposals

Solicited by the

Casper Area Metropolitan Planning Organization

January 03, 2012

Casper Area Metropolitan Planning Organization

200 North David Street

Casper, Wyoming 82601

(307) 235-8255

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



Blackmore Road to Hat Six East Side Sub Area Planning, Traffic Study

The Metropolitan Planning Organization of Casper, Wyoming (hereinafter referred to as "MPO") is seeking qualification statements and service proposals from individuals and/or organizations (hereinafter referred to as "Vendor" or "Consultant") specializing in professional consulting services relating to subarea transportation planning, traffic modeling and trip distribution and traffic calming studies. 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: Joshua Deifel, City of Casper Community Development Department, Room 203, 200 North David, Casper, WY, 82601, by **4:00 p.m. local time, on February 03, 2012.**

Introduction

The Casper Area MPO requests proposals from qualified firms to provide consultant services to perform a subarea traffic study for the area surrounding Blackmore Road. The extent of the area in consideration is divided between the City of Casper and Natrona County. *The study area is bound between Interstate 25 on the north, Wyoming Boulevard on the west, 21st street on the south and Hat Six Road on the east.* 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 chosen consultant.

The consultant will be expected to project possible capital improvement needs for both existing roads and proposed possible new roadways and traffic calming measures based on current conditions and project the same for undeveloped portions of the study area based on possible five and ten year development scenarios, including the most intensive land uses.

Background

In September 2010 transportation impact studies were completed for the Blackmore Marketplace and the Community Health Center that are available for use for the study. This study includes impacts for the conditions that existed in 2010 plus project build-out and long-range planning Year 2030. Based upon that analysis, there are some recommended improvements due to existing conditions and the increase in the traffic related to the build out of that specific project. These recommendations, however, deal only with specific traffic improvements and did not include traffic calming or new corridors.

Development on the far east side of Casper continues to expand. As a result, traffic is finding the connection between Second Street and Wyoming Boulevard via Blackmore Road (on the South side of I-25) as an easier route to the south and west side of town and a way to circumvent the Second Street and Wyoming Boulevard intersection. This appears to be causing increased volumes and speeds trickling through Blackmore Road and the surrounding neighborhoods, including Donegal Street and the area around Centennial Junior High School. The purpose of this study is to examine possible traffic calming and alternate future routes to mitigate impacts of future development to the residential neighborhoods and provide an efficient street grid for future traffic.

Scope and Objective

The MPO is seeking a qualified Vendor to provide the defined professional services described herein.

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.** This scope of services shall include, but not be limited to, the following:

1. **Inventory and Review:** This task involves data collection and documentation of existing policy frameworks, assets and opportunities and an assessment of the condition of the existing facilities in the study area. A review of other plans and policies related to this study will be performed in this task. The MPO will provide relevant studies previously performed including traffic counts, Blackmore Marketplace Traffic Impact Study, Community Health Center Traffic Study, Elkhorn Trail Study, Safe Routes to School, and East Loop Bypass Preliminary Study conducted by the Wyoming Department of Transportation.
2. **Needs Assessment:** The consultant will develop a plan and cost estimates for improvements including, traffic calming or other methods that work to alleviate traffic conflicts, volumes and speeds in the study area. *The consultant will evaluate the maximum capacity of Second Street, Wyoming Boulevard and possible alternative routes on street extensions.* The consultant will also consider arterial and collector spacing, access management, Complete Streets and Safe Routes to School design principles when making recommendations.

3. **Public Meetings:** As residents have expressed concern about the increase in traffic volume and speeds, the selected consultant will be expected to conduct meetings in order to ensure stakeholders and residents are engaged in the evaluation process and that necessary information is collected and processed. Results of the assessments and background research shall be presented. The consultant will be expected to make periodic presentations to the Casper City Council. The consultant will also be expected to prepare draft public information releases, graphic materials, conduct public discussions and/or meetings and community workshops as seen fit, and inform media representatives on important issues as the study is prepared. These public outreach methods must be in compliance with the MPO's Public Participation Plan. In addition, necessary stakeholders shall be consulted throughout the process.

4. **Cost/Fee Assessments:** The consultant will develop a list of recommended traffic-related capital improvements, as well as maintenance costs and financial feasibility.

It is anticipated that this study, including public outreach and final deliverables will be completed and delivered to the MPO Supervisor within a nine-month time frame.

Submittal Procedures:

Proposals prepared in response to this solicitation must be submitted in twelve (12) copies on or before 4:00 p.m., local time, February 03, 2012 to:

Joshua Deifel
MPO Supervisor
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 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, and 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 Proposals. Proposals will be judged according to the standards listed below.

1. Conformance with submission requirements.
2. Ability to meet the scheduled requirements.
3. Qualifications, including relevant experience, financial capacity, and staff capabilities.
4. Creativity in completion of work tasks as well as identification of other work tasks that should be considered.
5. Conformance with SAFETEA-LU and environmental justice requirements as well as approaches to context sensitive design.
6. Ability to comply with Executive Order 11246, as amended.

Selection Process:

Consultants will 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.

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 shall 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 the final selection has been made. 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.