

Approved as to
form only:

Ack

Date: 7/7/15

City of Cheyenne

17th Street Streetscape Project

Request for Proposals

RFP# 2-16
Due August 24, 2015

Request for proposals to prepare a streetscape plan for 17th Street between Pioneer and Warren.

July 17, 2015

The City of Cheyenne (CITY) hereby requests the professional services described in the attached draft SCOPE OF WORK. Qualified firms are invited to submit a letter of interest, one (1) printed copy of a proposal, a digital file and one sealed envelope with the firm's fee schedule and cost estimate to:

Contact: Bob Bradshaw
Address: City of Cheyenne
2101 O'Neil Avenue
Cheyenne, WY 82001
Phone: 307-637-6328
Email: bbradshaw@cheyennecity.org

Proposals should be limited to 8 ½ x 11 sheets for a maximum of ten total pages, not including the cover or back sheets. Proposals may be stapled in the upper left hand corner without binding to save printing costs, and this presentation will be acceptable. The CITY will select the consultant from those responding to this request. **The CITY will consider responses received by 2:00 p.m. Mountain Time on August 24, 2015.** (Note, a pre-proposal meeting will be held on August 13, 2015 at 2101 O'Neil Avenue in Room 307 at 11:00am.)

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 or GANTT 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.
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.

Please Note:

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. 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.

SELECTION PROCESS

Proposals will be reviewed by a selection committee. 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'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.

CONSULTANT INVOLVEMENT

The consultant will hold meetings as needed with the City during the course of the project.

The CITY will provide the existing plans for 17th Street as constructed between Pioneer and Thomes for reference, along with other planning resources that have been completed regarding the schematic design of the corridor. 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 improvements proposed. The consultant will be responsible for preparing the final recommendations in a map and report format as well as electronically.

At least one public meeting, with appropriate visual aids, will be held to gather property owner and citizen input and discuss the project. The process should include an update with the Downtown Development Authority.

The consultant will be responsible for providing ten hard (10) copies of the preliminary draft report and ten (10) hard copies of the final report and maps.

FOR FURTHER INFORMATION

Further general information can be obtained by contacting Bob Bradshaw, Projects Director, at 307-637-6328. Questions about the project should be submitted in writing by email or U.S. mail at bbradshaw@cheyennccity.org.

SCORING CRITERIA

PROJECT: 17th Street Streetscape Project				
<u>CRITERIA</u>	<u>DESCRIPTION</u>	<u>WEIGHT</u>	<u>SCORE</u> (0 - 5)	TOTAL
Planning process	Demonstrated technical expertise and ability of consultant to develop a comprehensive streetscape design and plan. Such process will foster consensus building between various stakeholders involved in the plan.	<u>3</u>		
Adequate resources	Sufficient available staff and equipment to complete the proposed work within the requested time frame.	<u>3</u>		
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>1</u>		
Project innovations	Ideas or suggestions to improve the schedule, feasibility, cost savings and/or scope of the project.	<u>3</u>		
Familiarity with project	Knowledge of project background, needs, goals, limitations, and special considerations.	<u>2</u>		
Proposal quality	Readability, completeness, brevity, and organization of the proposal.	<u>2</u>		
Performance on past projects	Success on previous projects in the way of project quality, budget, schedule and cost control.	<u>2</u>		
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>2</u>		
Equal opportunity	Consultant's record on affirmative action and response to relevant policies regarding minorities, women and disadvantaged business in employment contracts.	<u>3</u>		
Total				

Scope of Work for 17th Street Streetscape Project

Background

In 2006, the Downtown Development Authority produced a “Market Based Downtown Plan” that highlighted the need and desire to create a restaurant and entertainment district along 17th Street in Downtown Cheyenne. As momentum grew, an initial design concept for 17th Street was produced to help analyze the necessary components and develop the concept further.

Over the intervening period, the Dinneen family launched the revitalization of their block, providing the opportunity to install a demonstration project illustrating the concepts for 17th Street in real life. With assistance from a Wyoming Business Council grant, the streetscape was completed along both 17th Street and Lincolnway demonstrating key components of downtown placemaking.

In 2012, a portion of the funding estimated to be needed to complete the construction of an additional 4-block stretch of 17th Street was included on the 6th Penny ballot. \$700,000 was approved as seed money for the streetscape project.

The purpose of this RFP is to retain a design professional to provide initial design information and cost estimate to the City for the construction of the additional 4-block stretch in support of a Wyoming Business Council Downtown Development Grant to leverage an additional \$3 million into area streetscape.

Elements of Design

The consultant will be responsible for developing a conceptual design and provide plans to reconstruct sidewalk, including paver bands, pedestrian lighting, polycarbonate LED string lights, street trees and street furnishings along 17th from Pioneer to Warren Avenue, including all intersections. It is anticipated that the fixtures and general design will be a continuation of the features currently present on 17th Street between Thomes Avenue and Pioneer Avenue. (See Attachment A.) The following elements should be considered:

- Evaluation of condition of existing sidewalk and curb
- Existing street tree preservation and/or replacement
- Feasibility of incorporating corner planting elements as considered in the Downtown Placemaking Study draft by the Metropolitan Planning Organization (See Attachment B.)
- Coordination with business owners regarding vaults, basements, building footers or other elements that may complicate installation of the streetscape
- Feasibility of performing façade improvements in coordination with the project to streamline revitalization efforts
- Maintenance and sustainability considerations

Review Existing Documents

- *Dinneen Block Construction Plans (Attachment A)*
- *MPO Downtown Placemaking Draft Information (Attachment B)*

Coordination and Consultation

A scoping meeting will be required between the CITY , and others to be determined, to understand the limitation, constraints and opportunities of this project. It will be necessary to obtain from appropriate entities information about maintenance responsibilities and cost, GIS data and aerial photography, ROW survey, utility location, etc.

Public Involvement

Outreach to gather specific property owner information should be included as part of the project, in addition to an open house and regular updates to the CITY.

Plan Development

The consultant will produce final design documents which will include:

- Final design drawings, specifications, special provisions, quantities, and associated plan information
- Cross-sections and visualization graphics of typical landscape treatments

- **Materials list along with estimated costs**
- **Capital, maintenance, and replacement cost estimates**
- **Sample maintenance agreement for use between the City, property owners and or volunteer groups.**

Deliverables

- **Electronic copies of all documents, images, draft plans and final plans**
- **Ten (10) hard copies each of the Draft and Final Plan**
- **Summary notes from all meetings**

Advertisement Dates:

- 1) July 27, 2015**
- 2) August 3, 2015**

07/21/10
01/27/11

STREET IMPROVEMENTS

CHRYSEUM, WYOMING

DINNEEN BUILDING

Restoration, Restoration, and Addition to the

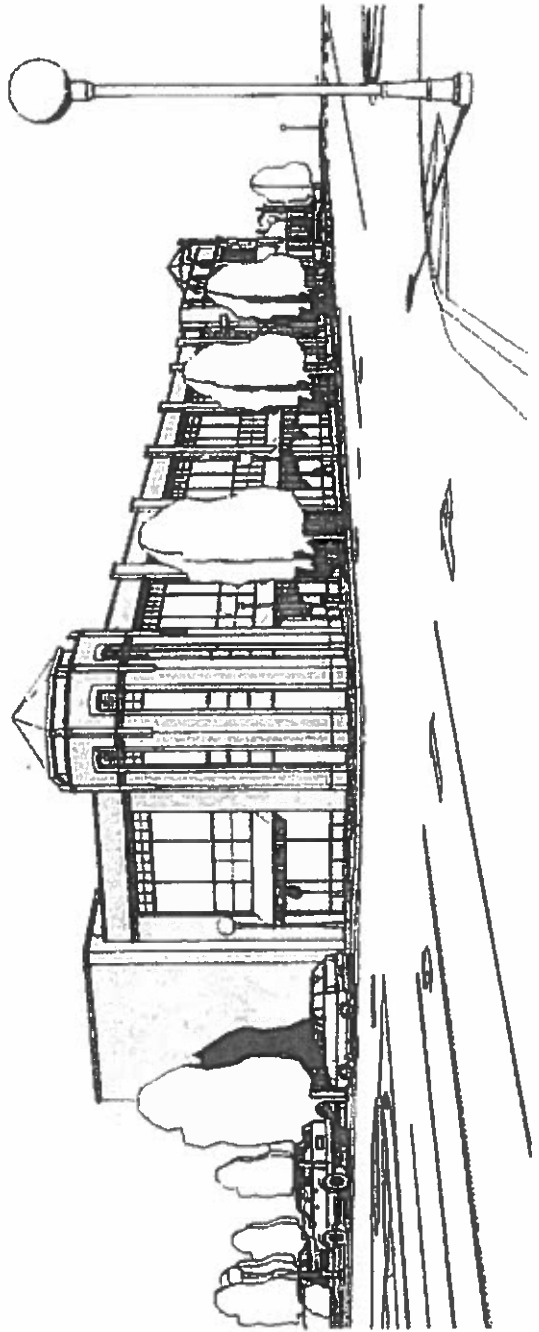
TDS!

The Design Studio, inc.
Architecture + Interior Design
1808 Thomas Avenue, Cheyenne, Wyoming 82001
T) 307.775.9970
W) www.tds!us

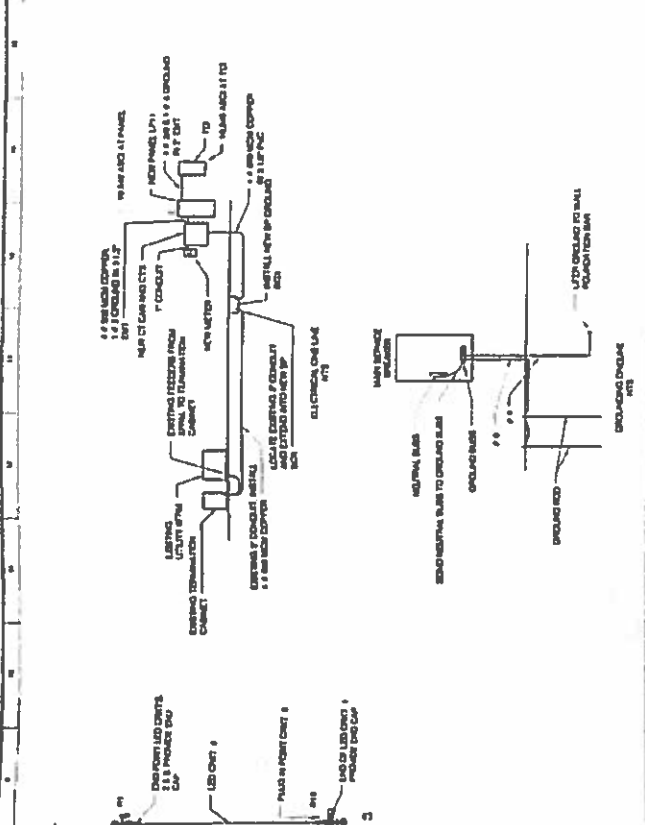
NOTE: All dimensions are in feet and inches. All dimensions are to the center of the member unless otherwise noted. All dimensions are to the center of the member unless otherwise noted.

DRAWING INDEX

01	Site Plan
02	Site Plan
03	Site Plan
04	Site Plan
05	Site Plan
06	Site Plan
07	Site Plan
08	Site Plan
09	Site Plan
10	Site Plan
11	Site Plan
12	Site Plan
13	Site Plan
14	Site Plan
15	Site Plan
16	Site Plan
17	Site Plan
18	Site Plan
19	Site Plan
20	Site Plan
21	Site Plan
22	Site Plan
23	Site Plan
24	Site Plan
25	Site Plan
26	Site Plan
27	Site Plan
28	Site Plan
29	Site Plan
30	Site Plan
31	Site Plan
32	Site Plan
33	Site Plan
34	Site Plan
35	Site Plan
36	Site Plan
37	Site Plan
38	Site Plan
39	Site Plan
40	Site Plan
41	Site Plan
42	Site Plan
43	Site Plan
44	Site Plan
45	Site Plan
46	Site Plan
47	Site Plan
48	Site Plan
49	Site Plan
50	Site Plan
51	Site Plan
52	Site Plan
53	Site Plan
54	Site Plan
55	Site Plan
56	Site Plan
57	Site Plan
58	Site Plan
59	Site Plan
60	Site Plan
61	Site Plan
62	Site Plan
63	Site Plan
64	Site Plan
65	Site Plan
66	Site Plan
67	Site Plan
68	Site Plan
69	Site Plan
70	Site Plan
71	Site Plan
72	Site Plan
73	Site Plan
74	Site Plan
75	Site Plan
76	Site Plan
77	Site Plan
78	Site Plan
79	Site Plan
80	Site Plan
81	Site Plan
82	Site Plan
83	Site Plan
84	Site Plan
85	Site Plan
86	Site Plan
87	Site Plan
88	Site Plan
89	Site Plan
90	Site Plan
91	Site Plan
92	Site Plan
93	Site Plan
94	Site Plan
95	Site Plan
96	Site Plan
97	Site Plan
98	Site Plan
99	Site Plan
100	Site Plan



ATTACHMENT A



NOTE: LED TO PROVIDE AND INSTALL AND WIRE FROM MAIN PANEL AT ALL
 LIGHTING FIXTURES AND POINTS INDICATED

LIGHTING FIXTURE SCHEDULE

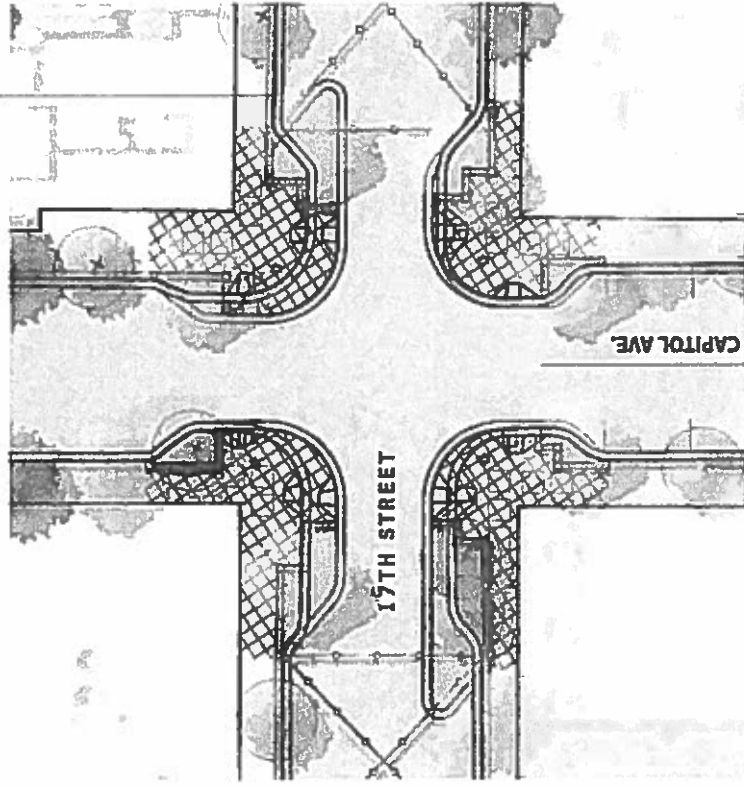
Type	Count	Manufacturer	Model	Description	Comments
1	1	LED CHDT 1	LED CHDT 1	LED CHDT 1	LED CHDT 1
2	1	LED CHDT 2	LED CHDT 2	LED CHDT 2	LED CHDT 2
3	1	LED CHDT 3	LED CHDT 3	LED CHDT 3	LED CHDT 3
4	1	LED CHDT 4	LED CHDT 4	LED CHDT 4	LED CHDT 4
5	1	LED CHDT 5	LED CHDT 5	LED CHDT 5	LED CHDT 5
6	1	LED CHDT 6	LED CHDT 6	LED CHDT 6	LED CHDT 6
7	1	LED CHDT 7	LED CHDT 7	LED CHDT 7	LED CHDT 7
8	1	LED CHDT 8	LED CHDT 8	LED CHDT 8	LED CHDT 8
9	1	LED CHDT 9	LED CHDT 9	LED CHDT 9	LED CHDT 9
10	1	LED CHDT 10	LED CHDT 10	LED CHDT 10	LED CHDT 10
11	1	LED CHDT 11	LED CHDT 11	LED CHDT 11	LED CHDT 11
12	1	LED CHDT 12	LED CHDT 12	LED CHDT 12	LED CHDT 12
13	1	LED CHDT 13	LED CHDT 13	LED CHDT 13	LED CHDT 13
14	1	LED CHDT 14	LED CHDT 14	LED CHDT 14	LED CHDT 14
15	1	LED CHDT 15	LED CHDT 15	LED CHDT 15	LED CHDT 15
16	1	LED CHDT 16	LED CHDT 16	LED CHDT 16	LED CHDT 16
17	1	LED CHDT 17	LED CHDT 17	LED CHDT 17	LED CHDT 17
18	1	LED CHDT 18	LED CHDT 18	LED CHDT 18	LED CHDT 18
19	1	LED CHDT 19	LED CHDT 19	LED CHDT 19	LED CHDT 19
20	1	LED CHDT 20	LED CHDT 20	LED CHDT 20	LED CHDT 20
21	1	LED CHDT 21	LED CHDT 21	LED CHDT 21	LED CHDT 21
22	1	LED CHDT 22	LED CHDT 22	LED CHDT 22	LED CHDT 22
23	1	LED CHDT 23	LED CHDT 23	LED CHDT 23	LED CHDT 23
24	1	LED CHDT 24	LED CHDT 24	LED CHDT 24	LED CHDT 24
25	1	LED CHDT 25	LED CHDT 25	LED CHDT 25	LED CHDT 25
26	1	LED CHDT 26	LED CHDT 26	LED CHDT 26	LED CHDT 26
27	1	LED CHDT 27	LED CHDT 27	LED CHDT 27	LED CHDT 27
28	1	LED CHDT 28	LED CHDT 28	LED CHDT 28	LED CHDT 28
29	1	LED CHDT 29	LED CHDT 29	LED CHDT 29	LED CHDT 29
30	1	LED CHDT 30	LED CHDT 30	LED CHDT 30	LED CHDT 30
31	1	LED CHDT 31	LED CHDT 31	LED CHDT 31	LED CHDT 31
32	1	LED CHDT 32	LED CHDT 32	LED CHDT 32	LED CHDT 32
33	1	LED CHDT 33	LED CHDT 33	LED CHDT 33	LED CHDT 33
34	1	LED CHDT 34	LED CHDT 34	LED CHDT 34	LED CHDT 34
35	1	LED CHDT 35	LED CHDT 35	LED CHDT 35	LED CHDT 35
36	1	LED CHDT 36	LED CHDT 36	LED CHDT 36	LED CHDT 36
37	1	LED CHDT 37	LED CHDT 37	LED CHDT 37	LED CHDT 37
38	1	LED CHDT 38	LED CHDT 38	LED CHDT 38	LED CHDT 38
39	1	LED CHDT 39	LED CHDT 39	LED CHDT 39	LED CHDT 39
40	1	LED CHDT 40	LED CHDT 40	LED CHDT 40	LED CHDT 40
41	1	LED CHDT 41	LED CHDT 41	LED CHDT 41	LED CHDT 41
42	1	LED CHDT 42	LED CHDT 42	LED CHDT 42	LED CHDT 42
43	1	LED CHDT 43	LED CHDT 43	LED CHDT 43	LED CHDT 43
44	1	LED CHDT 44	LED CHDT 44	LED CHDT 44	LED CHDT 44
45	1	LED CHDT 45	LED CHDT 45	LED CHDT 45	LED CHDT 45
46	1	LED CHDT 46	LED CHDT 46	LED CHDT 46	LED CHDT 46
47	1	LED CHDT 47	LED CHDT 47	LED CHDT 47	LED CHDT 47
48	1	LED CHDT 48	LED CHDT 48	LED CHDT 48	LED CHDT 48
49	1	LED CHDT 49	LED CHDT 49	LED CHDT 49	LED CHDT 49
50	1	LED CHDT 50	LED CHDT 50	LED CHDT 50	LED CHDT 50

CONDUIT AND BOX INSTALLATION ON
 3) UP 11

NOTE:
 ALL WORK SHALL BE DONE IN ACCORDANCE WITH THE CITY OF CHEYENNE SPECIFICATIONS AND STANDARDS FOR ELECTRICAL INSTALLATION

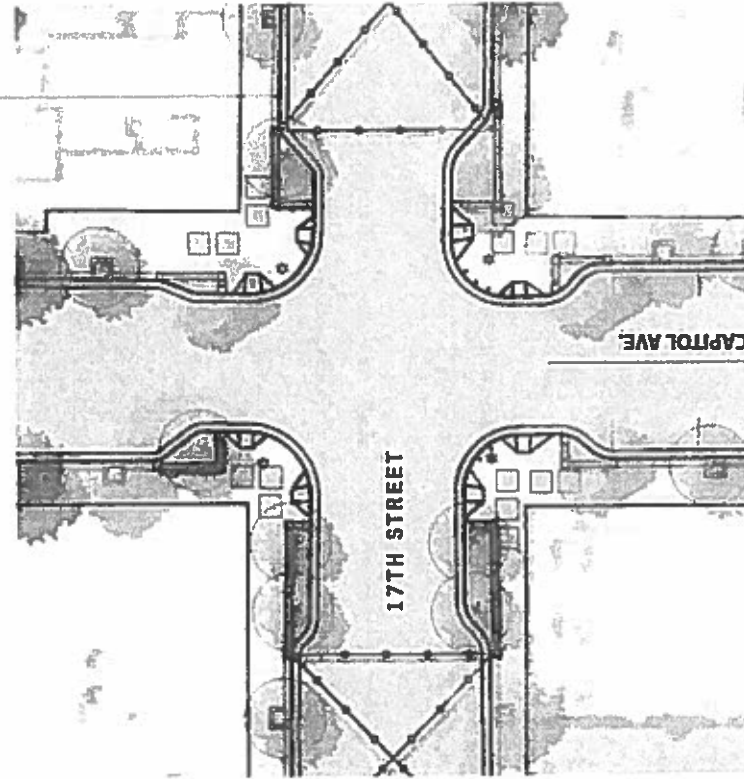


Existing Street Conditions



Reconstructed Intersection Enlargement

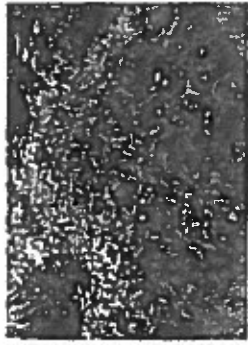
Existing Street Conditions



Additive/Retrofit Intersection Diagram

Lincolnway Placemaking Phase II: Downtown Pedestrian and Urban Design Plan

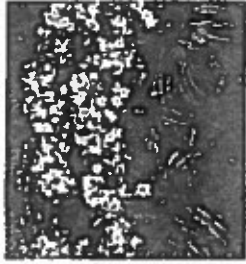




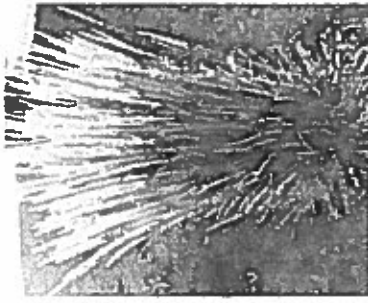
Kelsey Dogwood



Globe Spruce



'Hyperion' Daylily



Karl Förster Feather Reed Grass



Walker's Low Catmint



Lincolnway Placemaking Phase II: Downtown Pedestrian and Urban Design Plan

Corner Planting Treatment Prototype

