

REQUEST FOR QUALIFICATIONS

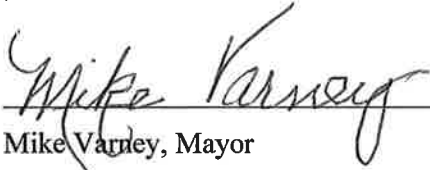
The City of Torrington intends to contract for professional services to complete a "Purpose and Need" study of a roadway connection between West C Street, located in the City of Torrington, and County Road 47, located in Goshen County to investigate the future transportation needs and land use concerns of the corridor.

Statements of Qualification shall be submitted to the Office of the City Engineer, at 436 East 22nd Avenue, Torrington, Wyoming 82240 no later than 4:00 P.M. on April 4th, 2014.

Request for Statements of Qualification – "INSTRUCTIONS TO RESPONDENTS" with a project description and a description of all requirements of respondents and available background information are available from the City of Torrington Building Official, and will be provided to all interested respondents.

Please contact Dennis Estes @ destes@torringtonwy.gov, or 307-532-0298

The City reserves the right to reject any and all proposals.


Mike Varney, Mayor

Publication Dates: March 5th, 2014
 March 12th, 2014

02/28/2014

City of Torrington, Wyoming
Request for Statements of Qualification - INSTRUCTIONS TO RESPONDENTS
College Drive Connector Road
Corridor Study

PROJECT SCOPE

The City of Torrington intends to contract for professional services to complete a "Purpose and Need" study of a roadway connection between West C Street, located in the City of Torrington, and County Road 47, located in Goshen County to investigate the future transportation needs and land use concerns of the corridor.

SUBMITTAL

Statements of Qualification shall identify personnel intended to be assigned to the project. The team intended to be assigned shall be introduced with background credentials which include previous and current projects handled by this team and the individual members, as well as each member's anticipated role in this project. Included must be a brief summary of experience related to the type of services required for this project and a description of the project responsibilities held for each individual.

Information relative to owner satisfaction/dissatisfaction on previous projects, professional discipline or reprimand of the firm or team members, or any suspected conflict of interest should be thoroughly explained. The ownership of the firm to the stockholder level should be provided. Any anticipated subcontractors (indicating approximate percentage of work anticipated by each subcontractor) should be clearly identified. The Statement of Qualification will clearly identify any other projects that the firm/team members are presently committed to.

The team identified in the submittal will be the actual persons involved in the work program and the team integrity shall be maintained. There shall be no replacement of team members without prior approval of the City. The proposal should include recommendations that will enhance the scope of work and final product.

The schedule for submittal and evaluation of Statements and subsequent selection of the successful consultant is as follows:

1. Submittal of Statements: Friday, 4:00 P.M., April 4th 2014
2. Submittals to Selection Committee: Wednesday, 10:00 A.M., April 9th 2014
3. Consultant Selection Tuesday, 7:00 P.M., April 15th 2014

Statements of Qualification are to be submitted to the Office of the City Engineer, 436 East 22nd Avenue, Torrington, Wyoming 82240 no later than 4:00 P.M. on April 4th 2014.

Ten (10) copies of the submittal shall be provided. Additional copies may be required for City Council considerations. Submittals will be screened by the committee members to narrow the field, with the top qualifier(s) submitted to Council for agreement negotiation approval. No Statements will be accepted after the closing time for submittal. This is a qualifications based selection process. Do not include project costs in this proposal. Costs may be submitted under separate cover to be opened at final selection. Any proposals that include project costs will be dismissed.

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College Drive Connector Road - Corridor Study

STUDY AREA

The Study Area is within the Torrington Urban System boundary with the following parameters: The North boundary is CR 74C; the East boundary is West C Street; the South boundary is US 26; and the West boundary is CR 47.

PROJECT DESCRIPTION

A. Definition of Work

The consultant shall analyze the existing roadway network within the study area and make recommendations for the improvement of traffic mobility, connectivity, safety, and accessibility.

The analysis should include, but not be limited to, the following aspects:

- Purpose and Need: Perform a Purpose and Need analysis for the recommended improvements to the roadway system.
- Roadway Inventory: Current classification of all roads within the study area in relation to the proposed corridor. Current traffic counts and future traffic projections should be considered when the roadways are analyzed.
- Land Use: Current and future land use of the area, in relation to the City or County Land Use Plans and any other existing regulations.
- Roadway Network Analysis: Overall functionality of the roadway network in the study area should be evaluated to determine deficiencies including, but not limited to, roadway ownership, roadway geometrics, local and regional connectivity, property and roadway accessibility, and right-of-way limitations.
- Alternatives Analysis: A list of viable alternatives should be developed to alleviate the deficiencies discovered in the network analysis. Each alternative should be evaluated for functionality, safety, constructability, cost, and conformity to Federal Highway Administration guidelines.
- Environmental Considerations: The consultant shall identify any environmental constraints and permitting requirements that may impact preliminary alignment and project timing. Anticipated permitting requirements may include, but are not limited to: The Clean Water Act; The National Flood Insurance Act; The National Historic Preservation Act; The Threatened and Endangered Species Act; The Migratory Bird Treaty Act; The Clean Air Act; and The National Environmental Policy Act. The consultant will coordinate with the appropriate federal, state, and local agencies to develop a permit coordination plan.

Recommendations, based on the roadway network analysis, should include but not be limited to the following:

- Projected traffic volumes: Traffic volumes should be projected through the year 2030, based on current traffic volumes, growth projections, and current and projected land use within the study area.
- Roadway Network Improvements: Identify possible changes to the roadway network within the study area, including added capacity, roadway geometric improvements, new roadway linkages,

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functional classification changes, additions to the local roadway system, and improved accessibility to the State Highway system.

- Preferred Alternative: Based on the alternatives analysis, a preferred alternative should be identified. The recommended alternative should place priority on addressing current transportation concerns within the study area, including improved traffic flow, safety, and accessibility.
- Cost Estimates: Recommendations should be prioritized and have approximate cost estimates and potential funding sources prepared.
- Special Consideration of Storm water runoff: Recommendations for the future necessity for actual design considerations at the time of final design.

The consultant shall utilize data provided by WYDOT and the local agencies to complete the study. It is the responsibility of the consultant to determine what data is available from WYDOT and the local entities and gather any needed information. WYDOT will provide a current roadway functional classification map and available traffic counts for the study area and surrounding vicinity within the City.

The consultant shall hold a minimum of two public meetings in Torrington. The initial meeting will be information gathering from the public and to inform the public of the scope of the project. The second meeting will be to discuss the findings and conclusions of the study and to solicit public comments prior to a final written report. These comments will be integrated with the improvement recommendations in the final report. The consultant is responsible for all handouts, visual aids, scheduling, and conducting the public meetings.

B. Project Oversight

The Corridor Study will be developed under the supervision of a steering committee. The steering committee will include representatives from the City of Torrington, Goshen County, and the Wyoming Department of Transportation (WYDOT). The steering committee will select a consultant using procedures outlined in WYDOT Operating Policy 40-1, Consulting and Special Service Agreements.

A minimum of two meetings with the steering committee will be required. The first meeting will be after all data has been collected to update the committee prior to analysis of the data. The steering committee will also be briefed in preparation for the public meetings.

In addition to the steering committee meetings, the consultant will hold bi-monthly conference calls with the City, County and WYDOT to update progress on the study.

C. Final Study Report

The final study report, submitted in both hard copy and electronic formats, shall be completed by December 31, 2014. The report should outline the process that was followed to complete the roadway network analysis of the study area, including any conclusions drawn from the analysis. Conceivable alternatives to solve functional deficiencies within the roadway network should be explained in detail, including the reasoning and justification behind the selection of the preferred alternative. Included in the analysis should be detailed cost estimates for each alternative, as well as advantages and disadvantages associated with each one. Public comments should be included as an appendix to the report, and all handouts and visual aids used throughout the study shall be submitted with the final report.