

Request for Proposals

February 1, 2019

Solicited by the
CHEYENNE METROPOLITAN PLANNING ORGANIZATION

Project Name:

A Land Use and Transportation Update to *PlanCheyenne,* The Cheyenne Area Master Plan 2019 - 2045



Proposals Due: March 1, 2019
4:00 P.M.

Cheyenne Metropolitan Planning Organization
Mailing Address - 2101 O'Neil Avenue
Office Address – 615 W. 20th Street
Cheyenne, Wyoming 82001
(307) 638-4385



February 1, 2019

UPDATE TO PLANCHEYENNE – THE CHEYENNE AREA MASTER PLAN REQUEST FOR PROPOSALS (RFP)

The Cheyenne Metropolitan Planning Organization (Cheyenne MPO) is soliciting consultants with planning expertise who may be interested in submitting a Proposal for the above contract to develop a Transportation and Land Use Plan Update of *PlanCheyenne 2014*. A detailed scope of work is attached.

SELECTION PROCESS

Pursuant to state and federal regulations, a qualifications-based selection process will be used to select a consultant for this project. The MPO will evaluate all submittals to determine which Consultants have the experience and qualifications that best fit this project. In-person interviews with the top three firms will be scheduled after the review of the written proposals by the selection committee. Submission of supporting documentation of a previous client’s successful plan implementation will play a critical role in the evaluation process.

The following information and criteria will be used to evaluate and rank responses:

PROJECT: <i>PlanCheyenne</i> Update 2019 - 2045				
<u>CRITERIA</u>	<u>DESCRIPTION</u>	<u>WEIGHT</u>	<u>SCORE</u> (0 - 10)	TOTAL
Planning process	Demonstrated technical expertise and ability of consultant to develop and implement a comprehensive transportation plan with consensus building between various stakeholders involved in the process.	<u>10</u>		
Proposal quality	Readability, completeness, brevity, and organization of the proposal.	<u>10</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>9</u>		
Performance on past projects	Success on previous projects in the way of project quality, budget, schedule and cost control.	<u>9</u>		

Project innovations	Ideas or suggestions to improve the schedule, feasibility, cost savings and/or scope of the project.	<u>8</u>		
Familiarity with project	Knowledge of project background, needs, goals, limitations, and special considerations.	<u>8</u>		
Public process and involvement	Demonstrated ability to work with citizens, public agencies and the private sector in rural communities/small cities. Consultant's ideas, methods and past experiences that will be utilized to obtain public participation.	<u>7</u>		
Adequate resources	Sufficient available staff and equipment to complete the proposed work within the requested time frame.	<u>7</u>		
Total				

PROJECT SCHEDULE

February 1, 2019	RFP Advertised
February 15, 2019	Deadline for RFP Questions
February 19, 2019	Cheyenne MPO issues written responses to questions on www.plancheyenne.org
March 1, 2019	Proposals due from Consultants
March 15, 2019	Review Committee selects minimum three consultants for interviews
April 3, 2019	Interviews are held, and review committee completes final selection
April 12, 2019	Professional Services Agreement finalized with successful Consultant
April 17, 2019	Agreement placed on City Council Agenda
April 22, 2019	City Council Meeting No.1: Agreement referred to Finance Committee
May 6, 2019	Agreement discussed in City Finance Committee
May 13, 2019	City Council Meeting No. 2: Agreement approved.
May 14, 2019	Notice-to-proceed issued by City if Agreement approved

QUESTIONS

RFP and scope of work questions shall be submitted in writing **on or before 12:00 p.m. MST February 15, 2019**, by email to tmason@cheyennempo.org or mail to the Cheyenne MPO address below; please include “RFP PlanCheyenne Update 2019 – 2045” in the subject line. The accumulated questions with their responses, and any addenda will be posted for all prospective respondents at <https://www.plancheyenne.org/> by **February 19, 2019**.

Addendums will be placed on the MPO website only. No technical assistance shall be given by the MPO to any proposer. The MPO is not bound by any oral comment, response or representation regarding this RFP

CONTENT OF SUBMITTAL

The following general framework should be used in the proposals:

Proposal

1. **Letter of Interest**
2. **Introduction:** A brief introduction of the individual(s) or firm(s) involved in the proposal and relevant experience with similar projects.
3. **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 to be accomplished and the format of the work products. A timeline associated with each potential phase and task including proposed public input including meetings, presentations and the overall process should be included.
4. **Modifications to Scope of Work** – The attached Scope of Work is a guideline and the MPO is open to a discussion of additional suggested tasks or work products that would improve this project’s ability to fulfill stated objectives.
5. **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.
6. **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, email address and mailing address. Include a minimum of four references and no more than seven.
7. **Capacity of the respondent:** The respondent’s current workload and future obligation must allow for the timely completion of this project.

Cost/ Fee Detail

Sealed Price Envelope - Provide a complete line item budget for all phases of the work listed under Scope of Services, with breakdown of each phase as necessary to complete the Project as specified in the RFP, its attachments, and other referenced documents. In addition, provide anticipated total hours per phase and hourly rates of all consultants working on this project in the separate sealed envelope.

The City of Cheyenne is the fiscal agent for the Cheyenne MPO, and this contract will be sent to the City Governing Body for approval. All proposals received will be considered public information. 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.

SUBMITTALS

Consultants are invited to submit a Proposal at their own cost. The Cheyenne MPO assumes no obligation of any kind for expenses incurred by any respondent to this solicitation. Proposals should be submitted as follows:

1. List all subconsultants, if used.
2. Thirty (30) pages maximum Proposal response to the RFP, single sided "8 ½ x 11", excluding front/back cover pages. Cover letters will be considered part of the maximum page limit.
3. Resumes of key personnel. Two (2) page limit per resume. Resumes should be limited to Project Managers, Team Leaders, and Key Personnel for the consultant and subconsultants.
4. Provide **Eight (8)** hard copies bound together with all attachments, one (1) sealed envelope with price proposal with hour and rates and **one (1)** PDF electronic file on CD/DVD or flash drive.
5. Proposals must be received **no later than 4:00 p.m. Mountain Standard Time (MST) on Friday, March 1, 2019** at the following address:

Tom Mason, Director
Cheyenne MPO
2101 O'Neil Avenue, Room 110
Cheyenne, WY 82001

The Cheyenne MPO will acknowledge receipt of Proposals, but the burden of submittal and confirmation of receipt prior to the submittal deadline is the sole responsibility of the respondents.

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 or the shortlist of the Consultants is exhausted.

The Cheyenne MPO follows the Qualification based selection found in The Brooks Act, Public Law 92-582. The Cheyenne MPO may award the project to the proposing firm that best meets the needs of the project.

Please Note:

The 2006 *PlanCheyenne* included a *City Parks and Recreation Master Plan*. The Community Recreation & Events Department <http://www.cheyennecity.org/202/Community-Recreation-Events> (formally Parks & Recreation) has the desire to update their 2006 *PlanCheyenne* section. However, at the time of this MPO RFP, funding and process for the Parks and Recreation Master Plan update was not in place. It is anticipated that by June 30, 2019 funding for the Parks Plan Update will be in place. Ultimately the selected park planning firm will coordinate with the PlanCheyenne Update firm. The consultant for the Parks Plan will be asked to replicate the *SnapShot*, *Structure*, *Shape*, and *Build* format of the 2006 *PlanCheyenne* for consistency with a future update.

MISCELLANEOUS INFORMATION

Conflicts of Interest:

The firm shall specifically address any possible conflicts of interest and the Consultant's position or response as to whether other work or relationships may be deemed a conflict of interest with this study.

Special Qualifications:

The firm shall identify any specific credentials which might make the Consultant 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.

DBE Goals:

There are no Disadvantaged Business Enterprise/Women Business Enterprise (DBE/WBE) goals for this work, but consultants are strongly encouraged to utilize DBE consultants if applicable. A Wyoming certified DBE consultant list is available and can be found on the WYDOT web page, <https://wydot.exevision.com/ws/WorkCodeDbeDirectory.aspx>

Subconsultants:

The Consultant shall be responsible to retain and pay for the services of any subconsultant necessary to complete the work. The Project Team and the Consultant must mutually agree to the use of any subconsultant which the Consultant desires to retain.

Ownership:

The Cheyenne MPO will retain full ownership of any and all data and materials derived from this project. The Cheyenne Area MPO 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 Cheyenne MPO.

Response Material Ownership:

The material submitted in response to the RFP becomes the property of the Cheyenne MPO and will only be returned to the Consultant at the Cheyenne MPO's option. Responses may be reviewed by any person after a contract is entered with the successful Consultant. The MPO has the right to use any or all ideas presented in reply to this request. Disqualification of a Consultant does not eliminate this right.

Acceptance Proposal Content:

The contents of the proposal of the successful Consultant may become a contractual obligation if the Cheyenne Area MPO wishes to execute a contract based on the submitted proposal. Failure of the successful Consultant to accept these obligations in a contract may result in cancellation of the award and such Consultant may be removed from future solicitations.

Personnel Changes:

The Cheyenne MPO reserves the right to re-negotiate or terminate the contract if there is a significant (50%) change in the Consultant's key personnel or with any change with the Consultant's Project Manager.

COST

Cheyenne MPO has funds budgeted in FY `19 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. If the consultant feels that portions of the work could be done by the Cheyenne MPO with a commensurate savings to the Cheyenne MPO, the suggestions should be specifically stated in the section of the Proposal dealing with Modifications to the Scope of Work.

CONSULTANT EXPECTATIONS

The consultant will hold scheduled meetings as needed with the Project Steering Committee which will include City, County, WYDOT, MPO staff, Laramie County School District #1, BOPU and other stakeholders during the project. The Consultant should anticipate steering committee meetings at the project kickoff, prior to all public meetings, two to three weeks after all draft submittals and after the project to ensure all concerns from all stakeholders have been addressed satisfactorily. Throughout the project, the selected Consultant can also expect to meet individually with the MPO, WYDOT, Laramie County and City of Cheyenne staff.

Cheyenne MPO will provide reports, project information, and through the GIS Cooperative, the existing mapping data. The Laramie County GIS Cooperative will be collecting new aerial photography in the spring of 2019 along with ortho *and* QL2 bare earth classified lidar. 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 graphics and other maps that are needed to illustrate the recommendations proposed. The consultant will be responsible for preparing the final recommendations in a map and report format, as well as, electronically.

Extensive effort will be made to obtain public input and the consultant will develop the general project advertisement marketing theme. The Cheyenne MPO Public Participation Plan (PPP) will be followed. The Plan can be found at <https://www.PlanCheyenne.org/about-cheyenne-mpo/public-participation-plan-2/>. MPO staff will be updating the PPP in early 2019.

The Cheyenne MPO has retained the firm *West Edge Collective* (WEC) for general public engagement support services including marketing strategy and management, campaign development, social media, website support services, advertisements, and web based public engagement. The selected firm should anticipate WEC would provide the following elements during the duration of the project:

- Social media marketing Facebook© posting and boost postings

- Social media monitoring
- Conduct and support live stream(s) for public meetings
- Consultation for marketing strategy and branding compatibility with overall MPO marketing and strategy.

The consultant shall coordinate with land owners that own large areas of land and that would have a significant interest in the Plan.

The entire project is scheduled to take approximately 15 months to complete. The proposal will contain the consultants' expectation of how to provide a document that addresses plan components.

Consultants and their team of sub-consultants submitting proposals should have expertise and proven experience in the following areas:

- Local government/MPO transportation/land use plan preparation
- Public involvement process design and implementation
- Advanced mapping and graphics capabilities
- Technological capabilities, including geographic information systems, scenario software incorporation and travel demand forecasting
- Public financing, Impact Fees, developer exactions and other development-related revenue tools
- Community growth and governmental laws
- Electronic and web-based communication capabilities
- Plan marketing and branding

The Final Planning document will contain the below disclaimer 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."

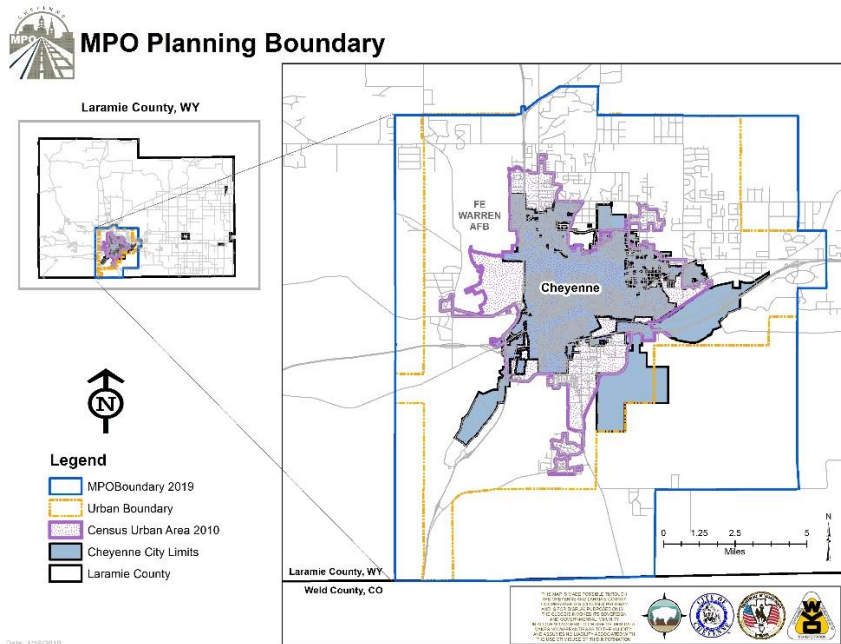
BACKGROUND

The Cheyenne MPO is designated by the Governor of Wyoming and formed by a cooperative agreement between the City of Cheyenne, Laramie County and the Wyoming Department of Transportation. The leading objective of this RFP is to update the 2014 *PlanCheyenne* - Long Range Transportation Plan (LRTP) and Future Land Use Map for the Cheyenne MPO Planning Boundary and to provide a plan for the development of transportation facilities for the next twenty-five (25) Years, to the year 2045. The LRTP will be developed in coordination with the MPO and the governing bodies of the above member jurisdictions. The final LRTP will be presented to the governing bodies of the MPO jurisdictions for review and adoption. 23 CFR Part 450 requires every Metropolitan Planning Organization to have an LRTP with a minimum 20-year forecast period and planning horizon. This LRTP is required to be updated every five years. The MPO requests proposals from qualified consultants to provide professional services to update the *PlanCheyenne* adopted in April 2014.

<https://www.PlanCheyenne.org/about-cheyenne-mpo/PlanCheyenne-reflections-and-progress/>

The extent of the area in consideration is the entire MPO area. A map of the study area is below.

Project Area



The Planning Boundary is the MPO Boundary shown in blue above.

The City of Cheyenne, the county seat for Laramie County, and the Cheyenne Urban Area is in the southeast corner of Wyoming. It is the largest urban area in the State, and it serves as the principal retail, service, medical, transportation, and governmental seat of Wyoming. Cheyenne is the northern anchor of the booming Colorado Front Range. Cheyenne is impacted by the Front Range's increased growth rate. Cheyenne is at the center of two crossroads of both the Union Pacific and Burlington Northern Santa Fe railroads and Interstates 25 and 80. Three major industrial parks (and a few smaller ones) have been built to take advantage of these transportation facilities. These include the Cheyenne LEADS Business Park, the Front Range Business Park and the Swan Ranch Logistics Park. See: <http://cheyenneleads.org/doing-business-here/available-sites/> and <https://www.granitepeakdev.com/project/swan-ranch/>.

PlanCheyenne Background

In the fall of 2006, the City of Cheyenne, Laramie County, and the Cheyenne Metropolitan Planning Organization (MPO) Policy Committee adopted *PlanCheyenne*. *PlanCheyenne* was the first truly Master Comprehensive Plan developed and adopted for the Cheyenne Area. It was, foremost, the Master Transportation and Land Use Plan for the Cheyenne Urban Area as is required by 23 CFR Part 450. Going beyond that basic requirement, the MPO, in cooperation with the City and County expanded the planning project to include a *City Parks and Recreation Department Parks Master Plan* plus a *Community Vision* which focused on neighborhoods, districts, boulevards, borders, keystones and gateways. Other elements added to the comprehensive plan included fire protection, school placement, utilities extensions, etc. Both the City and County Governing Bodies contributed additional financial assistance in addition to MPO funding to subsidize the cost of the Plan. The 2006 *PlanCheyenne* received many national awards including the 2007 APA *Daniel Burnham Award*.

PlanCheyenne 2014 Update

In April 2014 the City Governing Body and the Laramie County Board of Commissioners adopted the *2014 PlanCheyenne Update* but as separate documents. The Commissioners made one map amendment and numerous text amendments compared to the city's. The MPO Policy Committee adopted both versions. The 2014 effort updated the Future Land Use Plan and Transportation Plan while reemphasizing the 2006 Community Plan. For the 2019 Update it is our desire to prepare a document which will recombine the 2014 City and County Land Use and Transportation Plan into one document that is adopted by both agencies without differences. The *2019 PlanCheyenne Update* will prepare an updated Land Use Map, Growth Boundary Master Street Network (2045), Travel Demand Forecast Model with scenario capabilities run, and a complete multi-modal Long-Range Transportation Plan utilizing the

Snapshot, Structure, Shape and Build format. The 2006 and 2014 Community Plan will not be updated with this effort.

PlanCheyenne Organization

Starting with the 2006 *PlanCheyenne* it was divided into three primary plans, the [Community Plan](#), the [Parks & Recreation Master Plan](#), and the [Transportation Master Plan](#). Each of these three plans is divided into four primary sections:

Snapshot provides information and analysis about the state of the community today. The information benchmarks facts, figures, and data in a concise and informative way.

Structure establishes the building blocks that shape the physical character and conceptualizes the community's vision. Many of the design principles – which discuss best practices – are in this section.

Shape incorporates the physical plan, including maps, as well as policies and goals that will help to guide decisions in the future.

Build identifies the implementation tools necessary to carry out the many ideas identified within the plan.

PlanCheyenne was also designed to fit into a three-ring binder so that when new plans were completed and added, then the replaced sections could be simply removed, and the new plans added to the main document while keeping the structure of the original plan intact.

After the 2006 *PlanCheyenne* was adopted, the City of Cheyenne adopted the *Unified Development Code* (UDC) which codified many of the recommendations of *PlanCheyenne* plus combining the *Zoning Code*, *Subdivision Standards* and the *Road, Street Standards*. It became effective April 30, 2012 and has undertaken annual review and amendments as needs arose.

Outside the MPO Planning Boundary, Laramie County undertook an effort to update the *Laramie County Comprehensive Plan*. It was adopted June 7, 2016. Prior to that Laramie County updated their *Laramie Land Use Regulations* which was adopted February 15, 2011 and updated in 2019.

Recent Transportation Plan

Relevant to the 2019 *PlanCheyenne* Update, the MPO has prepared the following plans since the 2014 *PlanCheyenne* Update. These can all be found at:

<https://www.PlanCheyenne.org/transportation/transportation-plans/>

- Downtown Lincolnway Placemaking Pedestrian and Urban Design Plan (2016)
- Planning for Fiscal and Economic Health in Cheyenne, Next Steps Memo by Smart Growth America (2015)
- Dell Range/Prairie Traffic Study & Section 20 Study (2016)
- Transit Development Plan (2013)
- Division Avenue and Wallick Road Plan (2015)
- Pershing Boulevard Complete Streets Plan (2015)
- Transportation Safety Management Plan (2017)
- Evers Boulevard Plan (2016)
- High Plains Road Plan (2016)
- Freight Mobility Study (2016)
- Downtown Parking Plan (2016)
- Converse and Dell Range Intersection and Converse Avenue Plan (2016)
- Storey Boulevard & Van Buren Avenue Plan and Official Mapping (2016)
- Whitney Road Plan (2019)
- Reed Avenue Rail Corridor Plan (2017)
- Southeast Greenway Trails Connector (2017)
- Cheyenne Frontier Days Traffic Study and Transportation Plan (2017)
- Parsley Boulevard Plan (Started 6/2018)
- East Dell Range and US 30 (Started 6/2018)
- Archer Trails Connector Plan (Started 7/2018)
- Municipal Complex Pedestrian Plan (Started 8/2018)

The selected firm must review each of these plans and bring pertinent recommendations forward into this *PlanCheyenne* Update unless there is justification otherwise.

SCOPE OF WORK

GENERAL

The MPO is seeking a qualified Consultant to provide the defined professional services described herein. The Long Range Transportation Plan (LRTP) will include both long-range and short-range strategies/actions that lead to the development of an integrated multimodal transportation system to facilitate the safe and efficient movement of people and goods while addressing current and future transportation demands. Per 23 CFR 450.306, 3C, the plan will support a planning process that is continuous, cooperative, and comprehensive. In accordance with 23 CFR 450.324 the metropolitan transportation plan should follow the federal requirements which include the new rules for performance measures and performance-based planning which can be found in Attachment 1.

The updated LRTP will be developed with regards to the intent and requirements of the *Fixing America's Surface Transportation (FAST) Act*. The FAST Act goals keep with the prior legislation requirements of MAP-21. Attachments 2 and 3 include the State of Wyoming Statutes for plan guidelines for Cities and Counties. In attachment 4 the WYDOT/MPO/Transit Agreement signed in September 2018 identifies the targets set by the Cheyenne MPO. The LRTP Update must utilize these recommended performance measures and targets for the seven national performance goals. Recommendations in the proposal and interview shall demonstrate that the Consultant understands performance-based planning and how to implement those measures going forward.

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 transportation 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, turning movements, large development traffic studies, the current travel demand forecast model and the plans listed above in the **Background** section.

NEEDS ASSESSMENT

This task identifies current transportation deficiencies. The Consultant will identify transportation issues and concerns as expressed by the public, MPO and local jurisdiction staff, WYDOT, the MPO Technical Committee, and other stakeholders as identified through the project's public involvement process.

The MPO will assist the Consultant by preparing a master list of possible stakeholders that should be part of the public involvement process. The Consultant will advise ways to involve those on the master list in identifying transportation issues and their participation in the

development of the LRTP. Based upon the comments of those involved, the Consultant will prepare a working paper summarizing the transportation issues and concerns identified. Included in the paper will be a discussion of the issue identification process used and documentation of meetings held, and stakeholders involved.

The Consultant will review the 2014 City and County *PlanCheyenne* prepared by the MPO <https://www.PlanCheyenne.org/about-cheyenne-mpo/PlanCheyenne-reflections-and-progress/> to determine if the assumptions in these documents are still valid or require reconsideration or modification. The Consultant shall also make sure that the transportation deficiencies and issues identified in *PlanCheyenne* are still relevant.

The Consultant shall consider and utilize the seven national goals of The FAST Act as outlined in the **Federal Requirements** section. Considering these goals and the elements from 23 CFR Part 450, specifically §450.322 that are listed at the beginning of the **Federal Requirements** section, transportation planning for the area should have a multimodal focus. Plans should be provided for transportation corridors that unite the Cheyenne Area, while providing alternative means of transportation between activity centers. The Consultant shall provide ideas to encourage development in proximity to services that encourage pedestrian activity and support the use of transit. This will include some discussion of urban design and its relationship to transportation choices.

MODELING

The Consultant shall obtain, and review information calculated or compiled by the City, County and State *Administration and Information, Economic Analysis Division* and develop socioeconomic data and projections as required for forecasting population and employment. The consultant will analyze historical growth data and provide acceptable growth scenarios in coordination with City, County and MPO staff for the Metropolitan Planning Area. The Consultant(s) must have the ability to use and update the MPO's current TransCAD Transportation Demand Model. The Consultant(s) shall provide model re-calibration and create a traffic demand model based upon the 2010 census and recent updates. The model will be used for scenario planning to evaluate transportation demands for alternative future year development scenarios. The consultant shall:

- a. Provide technical assistance to MPO staff in updating the Cheyenne Area Travel Demand Model (CATDM) from TransCAD Version 6.0 to the most current version of TransCAD. Version 8.0.
- b. Assist MPO staff with developing future traffic forecasts using the CATDM. Determine areas of future needs and deficiencies (including new street links, pedestrian/bicycle facilities and transit). Identify gaps in mode share.

- c. Provide MPO, City and County updates on data inputs and growth assumptions, work consistently with MPO and stake holders for review of all inputs.

ROADWAYS/INTERCHANGES

The Consultant shall analyze the existing major street system and make recommendations for modifications to existing roadways, construction of new roadways, and intersection improvements. The Consultant shall perform a capacity analysis of the current transportation system and make recommendations to address those roads at or near capacity. The Consultant shall also develop general cost estimates for any recommended improvements.

BIKEWAY/TRAILS ELEMENT

The updated LRTP should include and update as appropriate the 2012 *Cheyenne Area On-Street Bicycle Plan and Greenway Plan Update* and other recent non-motorized plans. This should include a review of the 2012 bicycle and trail system to recommend any updates including implementation recommendations, priorities, and appropriate extensions of the plan to include recently added or planned developing areas. With the *Archer Trail Connector Plan* currently underway soft surface runner and equestrian trails are being considered from the Archer complex southwest to the Sweetgrass subdivision and Laramie County Community College (LCCC). This extension should be a consideration of this plan.

LIVABILITY PRINCIPLES

The updated LRTP should incorporate relevant US DOT initiatives in support of livable communities and sustainable development, including: safe and efficient multimodal transportation that provides access to housing, employment and, educational opportunities in a way that supports existing communities and values the unique characteristics of communities and neighborhoods. Healthy transportation will be addressed as appropriate.

ENHANCING TRAVEL AND TOURISM

This new consideration for metropolitan Planning processes is important to the Cheyenne area as well as the entire State of Wyoming. Cheyenne is the southeast gateway to Wyoming's National Parks plus events like Cheyenne Frontier Days are very important to Cheyenne. Give consideration to this element in this planning effort.

SYSTEM RESILIENCY AND RELIABILITY

The FAST Act expands the focus on the resiliency of the transportation system as well as activities to reduce stormwater runoff from transportation infrastructure. In addition, it newly requires strategies to reduce the vulnerability of existing transportation infrastructure to natural

disasters. While developing the Transportation Plan Update, give thought to this element and provide insight and prioritized suggestions that are unique to the Cheyenne area.

AIR QUALITY/CONGESTION/CLIMATE CHANGE/AUTONOMOUS VEHICLES

FHWA encourages MPOs to incorporate air quality and climate change considerations as part of the transportation planning process and provide strategies to manage and reduce emissions from the transportation sector. From a planning standpoint, this can include: improvements to system operational efficiencies to improve traffic flow, provide options for more energy-efficient modes and reduce growth of Vehicle Miles Traveled (VMT). The consultant is asked to suggest alternatives and recommendations on preventing future congestion and to develop goals and strategies of reducing VMT.

As we prepare this plan, Autonomous Vehicles are in development. The introduction of driverless cars will have a huge impact on society, mobility and future city infrastructure, and also lead to the development of new and disruptive business models. It is anticipated that the implementation of driverless vehicles will take place during the life of this plan. Therefore, discussion of autonomous vehicles must begin in this plan update.

TRANSIT ELEMENT

The Consultant shall review existing transit services in the urban area and the latest *Transit Development Plan* (2013). Based upon a forecast of future needs, the Consultant shall produce plans for provision of transit services during the planning period and possible funding sources will be identified.

ORDINANCE MODIFICATIONS

The updated LRTP should also examine any necessary city or county ordinance modifications, land use review procedures and/or WYDOT policy changes that might help achieve the plan's implementation.

Utilize truck ordinance with weight restrictions and changes in truck routes and truck banned routes which is being developed by the City of Cheyenne in 2019.

FREIGHT PLANNING

The Consultant shall review the 2016 *Cheyenne Regional Freight Mobility Plan* and integrate the plans and recommendation into this regional transportation planning process to help support economic development of the metropolitan region and to improve freight safety. If there are any new identified deficiencies or improvements to be made, include them in this plan. The Consultant will suggest ways to involve private freight providers in the project development process.

SAFETY ELEMENT

The Cheyenne MPO updated their *Transportation Safety Management Plan* in 2017. The LRTP should build onto the 2017 Plan and address safety considerations in recommended policies and programs. Using crash data generated by WYDOT and any other data that may be available, ways to include safety performance measures in the project selection process should be considered. Make appropriate suggestions on safety performance measure used in monitoring progress in meeting safety objectives. Pedestrian and bicycle safety issues should also be addressed. Freight and transit safety issues to be considered in the project selection process should be identified.

IMPLEMENTATION ELEMENT

The Consultant shall develop a phased and prioritized master implementation plan for the recommended transportation system improvements in the LRTP (unconstrained). The implementation plan should be in five-year increments going to the forecast year of 2045. The Consultant will provide a financially constrained prioritized transportation project list based upon projected revenues with additional projects identified that could be built given specified revenue increase e.g. a gas tax increase or specific grants.

The study should state specific implementation options for important transportation corridors to achieve the vision of attractive gateways and a safe, efficient, convenient, cost-effective, multimodal transportation system.

PRODUCTS

The Consultant shall prepare such reports, drawings, presentation material, maps and other items as necessary to prepare a twenty-five (25) year transportation plan for the Cheyenne MPO Planning Area.

The Consultant shall review and recommend performance measures and review adopted and/or re-establish targets for the seven national performance goals listed in the **Federal Requirements** section. Recommendations in the proposal and interview shall demonstrate that the consultant understands performance-based planning and how to implement those measures going forward.

PUBLIC PARTICIPATION

The selected Consultant working with the MPO's public relations firm will conduct an active public involvement process including, but not necessarily limited to, MPO members, and interested groups, organizations and citizens. As part of any submittal for this RFP, the Consultant shall describe the methods of public involvement to be used and previous experience with public involvement. Among the techniques that may be required are:

- (1) Provide material for the Long-Range Transportation Plan website;
- (2) Newsletters;
- (3) Visual Preference Surveys;
- (4) Discussion groups;
- (5) Town meetings, Council meetings, Neighborhood meetings;

It is anticipated that the Consultant will need to meet several times with the MPO communities. The following is a general list of anticipated meetings and events that should be considered by the Consultant:

- Project Steering Committee Meetings (5-7)
- Plan charrette workshop(s); (1)
 - open houses or attendance at other groups events, i.e. Farmers Market (4-5);
- Focus group meeting with representatives of The Board of Public Utilities, Cheyenne LEADS, Freight Industry, Greenway Advisory Committee, Safety Groups, AARP, Cheyenne Regional Medical Center, Laramie County School District #1, Police and Fire Departments, Transit Advisory Board, and Mayor's Council for People with Disabilities;
- MPO Citizens Advisory Committee meetings; (2)
- MPO Technical Committee meetings; (3)
- MPO Policy Committee meetings; (1)
- Draft Plan Public Hearing with the City and County Planning Commissions; (2)
- Council meetings; (4)
- County Commissioner meetings; (2)

The above is only presented as a starting point for suggestions from the Consultant for an effective public involvement process. The Consultant shall outline a complete public involvement campaign as part of this request. The Consultant shall prepare all necessary materials required for any public meetings or open houses. The prime purpose of public meetings will be to present information collected on transportation issues and concerns and receive appropriate feedback from those attending. Notice of any meetings will be sent to those on a mailing list developed jointly by the Consultant and the MPO.

SPECIAL AND UNIQUE CONSIDERATIONS

As the MPO, City, County and WYDOT prepared to work on this *PlanCheyenne* Update there are issues and topics that will be considered and addressed in this plan update. They include but are not limited to the following:

- In the last 15 years the City of Cheyenne has grown from 22.87 sq. mi. to 32.41 sq. mi. This averages out to .64 sq. mi. a year. Most of this growth comes from infill and the larger developments of Swan Ranch, Sweetgrass and Saddle Ridge. One other large development of nearly one square mile known as Whitney Ranch has begun. The Travel Demand Forecast model needs to be updated to incorporate these growth areas and to make appropriate modifications.
- The Board of Public Utilities recently completed the construction of the South Water Transmission and Sewer Collection Main through southern Cheyenne. This will help provide for urban growth in southern Cheyenne as projected in past future land use maps and travel demand forecast models.
- As planned developments like Sweetgrass, Saddle Ridge and Whitney Ranch begin or continue their expansion and planned infrastructure and infill, specific transportation improvement details need to be studied and determined how to be implemented. An example is the proposed straightening of the curve on College Drive by LCCC. Past plans and BOPU infrastructure were built to change the large curve into a four-legged intersection. That transportation project needs to be addressed to identify funding and breakdown of agency responsibilities to accomplish the planned redesign. Many of the other large planned developments also require transportation improvement projects that will need to be included with the plan.
- Downtown Cheyenne has three major one-way couplets. They are U.S. 85 (Warren and Central), 19th and 20th Streets, and Pioneer and Carey Avenues. In best practices for a healthy and vibrant downtown, many communities are converting their one-ways back to two-way streets. The selected consultant is asked to give a cursory review of that option in order to see if the idea is worthy of more detailed consideration.
- WYDOT prepared a plan for the reconstruction of the I-80, I-25 and U.S. 30 Interchanges in 2008. WYDOT has now moved into a design phase for this large project. Work with WYDOT and their designers to incorporate this project and provide appropriate data and support.
- Passenger Rail - There is currently no long-distance, intercity corridor, commuter rail, or light-rail-transit passenger-rail service in Cheyenne or Wyoming. Previous passenger rail studies that the MPO has been involved with including

Western Cheyenne Transportation Study, 2005, Commuter Rail Study, 2008 and Rocky Mountain Rail Authority Speed Rail Feasibility Study, 2010 examined the feasibility of a Front Range Rail Service between Trinidad to Pueblo, Colorado Springs, Denver, Fort Collins, Colorado, including an extension north to Cheyenne. Based upon a forecast of future needs and feasibility, the Consultant shall produce updated schematic plans and cost estimates for provision of the Front Range Passenger Rail services during the planning period and identify potential funding sources. The Greater Cheyenne Chamber of Commerce has an initiative called “Move Cheyenne” which focuses on passenger rail and road transportation to keep our regional economy strong.

- Additionally, the Greater Cheyenne Chamber of Commerce along with VisitCheyenne, Cheyenne LEADS and the Downtown Development Authority recently set out to guide the community with an initiative called “Forward Greater Cheyenne”. <https://www.forwardgreatercheyenne.org/>. One of eight objectives emphasizes Infrastructure. Its objective is: Advocate for investments in high-priority transportation, economic, and social infrastructure that is central to our economic prosperity and long-term vision. Action 8.1 calls for: Support efforts to expand transportation capacity and options along the Front Range. “Greater Cheyenne lies at the northern tip of the Front Range - a series of communities running along Interstate 25 (I-25) through Colorado and north of the Wyoming border. The I-25 corridor is critical to Greater Cheyenne's mobility, connectivity to markets, and economic competitiveness; its labor shed encompass communities to the South along I-25 and access to Denver International Airport (DIA) is critical for resident and business travel. The business community has prioritized advocacy efforts related to transportation infrastructure along the Front Range in recent years, attempting to work with partners in Colorado to advance bi-state collaboration and convey the significance of projects in Colorado to Greater Cheyenne's (and Wyoming's) competitiveness and well-being. Colorado has recently secured federal funding to complement state and local contributions that will widen I-25 and install an express lane for a key stretch of the interstate with a northern terminus in Fort Collins. Continued efforts to advocate for enhancements north of Fort Collins and other improvements to east-west connectivity (notably Interstate 80) should remain long-term priorities for the community. Similarly, efforts to advance a potential high speed rail solution along the Front Range should continue. While a bi-state solution to such infrastructure will unquestionably be a challenge, the potential development of rail connectivity between DIA and northern Colorado commuters will still provide some form of

transportation alternative for Greater Cheyenne residents that are willing to "park and ride." A feasibility study of a proposed hyperloop line connecting Denver and Cheyenne recently received funding to enter the second stage.”

- The Cheyenne area and WYDOT struggle to handle and manage the storage of thousands of semi-trucks once I-80 is closed for long periods of time due to winter road closures. WYDOT utilizes the Intelligent Information System to get the word out about road closures, but once truck stops fill up, the additional trucks need help with being directed to truck storage areas. Give consideration on how this topic could be mitigated and resolved.
- Several County pockets exist within the City Limits of Cheyenne. Provide recommendations on how to best resolve transportation network issues within those pocket areas created by the expected growth over the next 25 years.

DELIVERABLES

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

The Consultant shall provide the MPO with electronic copies of the plan (including GIS Shape Files and AutoCAD) as it is being developed by the MPO Steering and Technical Committees. When the final draft plan goes to the City and County Planning Commissions for consideration twenty (20) copies of the report along with electronic will be provided. After final review and Planning Commission recommendation another twenty (20) copies **may** be necessary if there are substantial changes to be made prior to sending the plan to the City and County Governing Bodies. After adoption, the Consultant shall provide the MPO with twenty (20) copies of their final report suitable for reproduction and copies of the final report on appropriate electronic media. Depending upon the approach agreed to by the Consultant and the MPO, additional deliverables may be appropriate, such as Technical Memorandums documenting the range of alternatives reviewed, and methods of comparison and/or conceptual drawing(s) of the preferred alternatives(s). The consultant shall provide the additional deliverables in electronic format.

In addition, the consultant shall prepare a separate “*Executive Summary of the PlanCheyenne - Long Range Transportation Plan,*” based on the goals and objectives of the plan, which should be written specifically for use by jurisdictional agencies and members of the public that may not be familiar with transportation planning.

ATTACHMENT 1

FEDERAL REQUIREMENTS FOR LONG RANGE TRANSPORTATION PLANNING

Note - Because Cheyenne is an attainment area, the standards placed on non-attainment areas do not apply. Additionally, Cheyenne is not a TMA and not subject to the TMA requirements.

§ 450.324 Development and content of the metropolitan transportation plan.

(a) The metropolitan transportation planning process shall include the development of a transportation plan addressing no less than a 20-year planning horizon as of the effective date. In formulating the transportation plan, the MPO shall consider factors described in § 450.306 as the factors relate to a minimum 20-year forecast period. In nonattainment and maintenance areas, the effective date of the transportation plan shall be the date of a conformity determination issued by the FHWA and the FTA. In attainment areas, the effective date of the transportation plan shall be its date of adoption by the MPO.

(b) The transportation plan shall include both long-range and short-range strategies/actions that provide for the development of an integrated multimodal transportation system (including accessible pedestrian walkways and bicycle transportation facilities) to facilitate the safe and efficient movement of people and goods in addressing current and future transportation demand.

(c) The MPO shall review and update the transportation plan at least every 4 years in air quality nonattainment and maintenance areas and at least every 5 years in attainment areas to confirm the transportation plan's validity and consistency with current and forecasted transportation and land use conditions and trends and to extend the forecast period to at least a 20-year planning horizon. In addition, the MPO may revise the transportation plan at any time using the procedures in this section without a requirement to extend the horizon year. The MPO shall approve the transportation plan (and any revisions) and submit it for information purposes to the Governor. Copies of any updated or revised transportation plans must be provided to the FHWA and the FTA.

(d) In metropolitan areas that are in nonattainment for ozone or carbon monoxide, the MPO shall coordinate the development of the metropolitan transportation plan with the process for developing transportation control measures (TCMs) in a State Implementation Plan (SIP).

(e) The MPO, the State(s), and the public transportation operator(s) shall validate data used in preparing other existing modal plans for providing input to the transportation plan. In updating the transportation plan, the MPO shall base the update on the latest available estimates and assumptions for population, land use, travel, employment, congestion, and economic activity. The MPO shall approve transportation plan contents and supporting analyses produced by a transportation plan update.

(f) The metropolitan transportation plan shall, at a minimum, include:

(1) The current and projected transportation demand of persons and goods in the metropolitan planning area over the period of the transportation plan;

(2) Existing and proposed transportation facilities (including major roadways, public transportation facilities, intercity bus facilities, multimodal and intermodal facilities, nonmotorized transportation facilities (e.g., pedestrian walkways and bicycle facilities), and intermodal connectors) that should function as an integrated metropolitan transportation system, giving emphasis to those facilities that serve important national and regional transportation functions over the period of the transportation plan.

(3) A description of the performance measures and performance targets used in assessing the performance of the transportation system in accordance with § 450.306(d).

(4) A system performance report and subsequent updates evaluating the condition and performance of the transportation system with respect to the performance targets described in § 450.306(d), including -

(i) Progress achieved by the metropolitan planning organization in meeting the performance targets in comparison with system performance recorded in previous reports, including baseline data; and

(ii) For metropolitan planning organizations that voluntarily elect to develop multiple scenarios, an analysis of how the preferred scenario has improved the conditions and performance of the transportation system and

how changes in local policies and investments have impacted the costs necessary to achieve the identified performance targets.

(5) Operational and management strategies to improve the performance of existing transportation facilities to relieve vehicular congestion and maximize the safety and mobility of people and goods;

(6) Consideration of the results of the congestion management process in TMAs that meet the requirements of this subpart, including the identification of SOV projects that result from a congestion management process in TMAs that are nonattainment for ozone or carbon monoxide.

(7) Assessment of capital investment and other strategies to preserve the existing and projected future metropolitan transportation infrastructure, provide for multimodal capacity increases based on regional priorities and needs, and reduce the vulnerability of the existing transportation infrastructure to natural disasters. The metropolitan transportation plan may consider projects and strategies that address areas or corridors where current or projected congestion threatens the efficient functioning of key elements of the metropolitan area's transportation system.

(8) Transportation and transit enhancement activities, including consideration of the role that intercity buses may play in reducing congestion, pollution, and energy consumption in a cost-effective manner and strategies and investments that preserve and enhance intercity bus systems, including systems that are privately owned and operated, and including transportation alternatives, as defined in 23 U.S.C. 101(a), and associated transit improvements, as described in 49 U.S.C. 5302(a), as appropriate;

(9) Design concept and design scope descriptions of all existing and proposed transportation facilities in sufficient detail, regardless of funding source, in nonattainment and maintenance areas for conformity determinations under the EPA's transportation conformity regulations (40 CFR part 93, subpart A). In all areas (regardless of air quality designation), all proposed improvements shall be described in sufficient detail to develop cost estimates;

(10) A discussion of types of potential environmental mitigation activities and potential areas to carry out these activities, including activities that may have the greatest potential to restore and maintain the environmental functions affected by the metropolitan transportation plan. The discussion may focus on policies, programs, or strategies, rather than at the project level. The MPO shall develop the discussion in consultation with applicable Federal, State, and Tribal land management, wildlife, and regulatory agencies. The MPO may establish reasonable timeframes for performing this consultation;

(11) A financial plan that demonstrates how the adopted transportation plan can be implemented.

(i) For purposes of transportation system operations and maintenance, the financial plan shall contain system-level estimates of costs and revenue sources that are reasonably expected to be available to adequately operate and maintain the Federal-aid highways (as defined by 23 U.S.C. 101(a)(5)) and public transportation (as defined by title 49 U.S.C. Chapter 53).

(ii) For the purpose of developing the metropolitan transportation plan, the MPO(s), public transportation operator(s), and State shall cooperatively develop estimates of funds that will be available to support metropolitan transportation plan implementation, as required under § 450.314(a). All necessary financial resources from public and private sources that are reasonably expected to be made available to carry out the transportation plan shall be identified.

(iii) The financial plan shall include recommendations on any additional financing strategies to fund projects and programs included in the metropolitan transportation plan. In the case of new funding sources, strategies for ensuring their availability shall be identified. The financial plan may include an assessment of the appropriateness of innovative finance techniques (for example, tolling, pricing, bonding, public private partnerships, or other strategies) as revenue sources for projects in the plan.

(iv) In developing the financial plan, the MPO shall take into account all projects and strategies proposed for funding under title 23 U.S.C., title 49 U.S.C. Chapter 53 or with other Federal funds; State assistance; local sources; and private participation. Revenue and cost estimates that support the metropolitan transportation plan must use an inflation rate(s) to reflect “year of expenditure dollars,” based on reasonable financial principles and information, developed cooperatively by the MPO, State(s), and public transportation operator(s).

(v) For the outer years of the metropolitan transportation plan (i.e., beyond the first 10 years), the financial plan may reflect aggregate cost ranges/cost bands, as long as the future funding source(s) is reasonably expected to be available to support the projected cost ranges/cost bands.

(vi) For nonattainment and maintenance areas, the financial plan shall address the specific financial strategies required to ensure the implementation of TCMs in the applicable SIP.

(vii) For illustrative purposes, the financial plan may include additional projects that would be included in the adopted transportation plan if additional resources beyond those identified in the financial plan were to become available.

(viii) In cases that the FHWA and the FTA find a metropolitan transportation plan to be fiscally constrained and a revenue source is subsequently removed or substantially reduced (i.e., by legislative or administrative actions), the FHWA and the FTA will not withdraw the original determination of fiscal constraint; however, in such cases, the FHWA and the FTA will not act on an updated or amended metropolitan transportation plan that does not reflect the changed revenue situation.

(12) Pedestrian walkway and bicycle transportation facilities in accordance with 23 U.S.C. 217(g).

(g) The MPO shall consult, as appropriate, with State and local agencies responsible for land use management, natural resources, environmental protection, conservation, and

historic preservation concerning the development of the transportation plan. The consultation shall involve, as appropriate:

(1) Comparison of transportation plans with State conservation plans or maps, if available; or

(2) Comparison of transportation plans to inventories of natural or historic resources, if available.

(h) The metropolitan transportation plan should integrate the priorities, goals, countermeasures, strategies, or projects for the metropolitan planning area contained in the HSIP, including the SHSP required under 23 U.S.C. 148, the Public Transportation Agency Safety Plan required under 49 U.S.C. 5329(d), or an Interim Agency Safety Plan in accordance with 49 CFR part 659, as in effect until completion of the Public Transportation Agency Safety Plan, and may incorporate or reference applicable emergency relief and disaster preparedness plans and strategies and policies that support homeland security, as appropriate, to safeguard the personal security of all motorized and non-motorized users.

(i) An MPO may, while fitting the needs and complexity of its community, voluntarily elect to develop multiple scenarios for consideration as part of the development of the metropolitan transportation plan.

(1) An MPO that chooses to develop multiple scenarios under this paragraph (i) is encouraged to consider:

(i) Potential regional investment strategies for the planning horizon;

(ii) Assumed distribution of population and employment;

(iii) A scenario that, to the maximum extent practicable, maintains baseline conditions for the performance areas identified in § 450.306(d) and measures established under 23 CFR part 490;

(iv) A scenario that improves the baseline conditions for as many of the performance measures identified in § 450.306(d) as possible;

(v) Revenue constrained scenarios based on the total revenues expected to be available over the forecast period of the plan; and

(vi) Estimated costs and potential revenues available to support each scenario.

(2) In addition to the performance areas identified in 23 U.S.C. 150(c), 49 U.S.C. 5326(c), and 5329(d), and the measures established under 23 CFR part 490, MPOs may evaluate scenarios developed under this paragraph using locally developed measures.

(j) The MPO shall provide individuals, affected public agencies, representatives of public transportation employees, public ports, freight shippers, providers of freight transportation services, private providers of transportation (including intercity bus operators, employer-based commuting programs, such as carpool program, vanpool program, transit benefit program, parking cashout program, shuttle program, or telework program), representatives of users of public transportation, representatives of users of pedestrian walkways and bicycle transportation facilities, representatives of the disabled, and other interested parties with a reasonable opportunity to comment on the transportation plan using the participation plan developed under § 450.316(a).

(k) The MPO shall publish or otherwise make readily available the metropolitan transportation plan for public review, including (to the maximum extent practicable) in electronically accessible formats and means, such as the World Wide Web.

(l) A State or MPO is not required to select any project from the illustrative list of additional projects included in the financial plan under paragraph (f)(11) of this section.

(m) In nonattainment and maintenance areas for transportation-related pollutants, the MPO, as well as the FHWA and the FTA, must make a conformity determination on any updated or amended transportation plan in accordance with the Clean Air Act and the EPA transportation conformity regulations (40 CFR part 93, subpart A). A 12-month conformity lapse grace period will be implemented when an area misses an applicable deadline, in accordance with the Clean Air Act and the transportation conformity regulations (40 CFR part 93, subpart A). At the end of this 12-month grace period, the existing conformity determination will lapse. During a conformity lapse, MPOs can prepare an interim metropolitan transportation plan as a basis for advancing projects that

are eligible to proceed under a conformity lapse. An interim metropolitan transportation plan consisting of eligible projects from, or consistent with, the most recent conforming transportation plan and TIP may proceed immediately without revisiting the requirements of this section, subject to interagency consultation defined in 40 CFR part 93, subpart A. An interim metropolitan transportation plan containing eligible projects that are not from, or consistent with, the most recent conforming transportation plan and TIP must meet all the requirements of this section.

[81 FR 34135, May 27, 2016, as amended at 81 FR 93473, Dec. 20, 2016; 82 FR 56544, Nov. 29, 2017]

ATTACHMENT 2

State Planning Guidelines for Cities:

Wyoming State Statutes, sections 15-1-501 through 15-1-512, allow for cities to create master plans. The Statutes state:

15-1-503. Master plan; adoption; concurrent action; contents; amendment.

(a) The commission, after holding public hearings, shall adopt and certify to the governing body a master plan for the physical development of the municipality. If the plan involves territory outside the city or town, action shall be taken with the concurrence of the board of county commissioners or county planning commission, or other municipal legislative body concerned. The master plan, with the accompanying maps, plats, charts and descriptive and explanatory matter shall show the:

(i) Commission's recommendations for the development and may include the general location, character and extent of streets, bridges, viaducts, parks, waterways and waterfront developments, playgrounds, airports and other public ways, grounds, places and spaces;

(ii) General location of public buildings and other public property;

(iii) General location and extent of public utilities and terminals, whether publicly or privately owned, for water, light, power, heat, sanitation, transportation, communication and other purposes;

(iv) Acceptance, widening, removal, extension, relocation, narrowing, vacation, abandonment, or change of use of any public ways, grounds, places, spaces, buildings, properties, utilities or terminals;

(v) Zoning plan for the regulation of the height, area, bulk, location and use of private and public structures and premises, and of population density;

(vi) General location, character, layout and extent of community centers and neighborhood units; and

(vii) General character, extent and layout of the replanning of blighted districts and slum areas.

(b) The commission may amend, extend or add to the plan or carry any part or subject matter into greater detail.

15-1-504. Master plan; preparatory surveys and studies; general purpose.

In preparing the master plan, the commission shall make careful and comprehensive surveys and studies of the existing conditions and probable future growth of the municipality and its environs. The plan shall be made for the general purpose of guiding and accomplishing a coordinated, adjusted and harmonious development of the municipality which will best promote the general welfare as well as efficiency and economy in the process of development.

ATTACHMENT 3

State Planning Guidelines for Counties:

Wyoming State Statutes, Article 2 Planning and Zoning Commission, Sections 18-5-201 through 18-5-208, references counties creating master plans. The Statutes state:

18-5-201. Authority vested in board of county commissioners; inapplicability of chapter to incorporated cities and towns and mineral resources.

To promote the public health, safety, morals and general welfare of the county, each board of county commissioners may regulate and restrict the location and use of buildings and structures and the use, condition of use or occupancy of lands for residence, recreation, agriculture, industry, commerce, public use and other purposes in the unincorporated area of the county. However, nothing in W.S. 18-5-201 through 18-5-208 shall be construed to contravene any zoning authority of any incorporated city or town and no zoning resolution or plan shall prevent any use or occupancy reasonably necessary to the extraction or production of the mineral resources in or under any lands subject thereto.

18-5-202. Planning and zoning commission; composition; residency requirements, terms and removal of members; vacancies; rules; record; meetings to be public; secretary; preparation and amendments; purpose; certifications and hearing; amendments.

(a) Each board of county commissioners may by resolution create and establish a planning and zoning commission. The commission shall be composed of five (5) members appointed by the board at least three (3) of whom shall reside in the unincorporated area of the county, provided that this provision shall not affect the membership composition of any existing commission. The terms of the members appointed to the first planning and zoning commission shall be of such length and so arranged that the terms of one (1) member will expire each year, and thereafter each member shall be appointed for a term of three (3) years. Any member of the commission may be removed for cause other than politics or religion and after public hearing by the board of county commissioners. If a vacancy occurs in the commission the board of county commissioners shall fill the vacancy by appointment for the unexpired term. The planning and zoning commission shall organize within thirty (30) days after its

establishment, shall adopt rules for the transaction of its business and keep a record of its actions and determinations. Three (3) members shall constitute a quorum for the transaction of business. All meetings, records and accounts of the commission shall be public. The board of county commissioners shall designate the county clerk, another county employee or a member of the planning and zoning commission to serve as secretary to the commission. The secretary shall keep the record of commission actions in accordance with statute.

(b) The planning and zoning commission may prepare and amend a comprehensive plan including zoning for promoting the public health, safety, morals and general welfare of the unincorporated areas of the county, and certify the plan to the board of county commissioners. Before certifying its plan or amendments thereto to the board the commission shall hold at least one (1) public hearing. Notice of the time and place of hearing shall be given by one (1) publication in a newspaper of general circulation in the county at least thirty (30) days before the date of the hearing. Any person may petition the planning and zoning commission to amend any zoning plan adopted under the provisions of W.S. 18-5-201 through 18-5-208.

(c) The planning and zoning commission shall prepare recommendations to effectuate the planning and zoning purposes and certify its recommendations to the board of county commissioners. Before adopting the recommendations the board shall hold at least one (1) public hearing. Notice of the time and place of hearing shall be given by one (1) publication in a newspaper of general circulation in the county at least fourteen (14) days before the date of the hearing. After public hearing has been held, the board shall vote upon the adoption of the planning or zoning recommendation. No planning or zoning recommendation shall be adopted unless a majority of the board votes in favor thereof.

ATTACHMENT 4

Performance Measures Targets Agreement

WYDOT/MPO/Transit Agreement

WYDOT , the MPO, and the Public Transportation Operator responsibilities in adopting and reporting Performance Targets

The Cheyenne Metropolitan Planning Organization (MPO), the Cheyenne Public Transportation Operator and the Wyoming Department of Transportation (WYDOT) agree to the following responsibilities and deadlines for fulfilling the Federal Performance Management responsibilities of 23 CFR 450 and 490 (Indicate with " X " those which apply). This Agreement may be updated every four years.

SAFETY:

WYDOT shall:

- Provide the MPO with data identifying the number and location of:
 - Fatalities
 - Serious Injuries
 - Non-Motorized Fatalities and Serious Injuriesoccurring within the MPO Planning Area Boundary during the previous calendar year.
- On or before August 31st each year, report the state's and MPO's targets for the next year in Highway Safety Improvement Program (HSIP).
- Provide draft MPO Planning Area Vehicle Miles Traveled (VMT)

X MPO Adopts State Targets:

MPO shall:

- On or before March 1st each year, notify WYDOT of the MPO's election to support the state's targets (which were reported by the state in previous year's HSIP).
- Determine the MPO's Planning Area VMT.
- Report to WYDOT the previous year's performance within the MPO Planning Area Boundary for:
 - Rate of Fatalities
 - Rate of Serious Injuries
- Report the MPO's performance for all five safety performance measures in all Long Range Transportation Plans (LRTP) and Transportation Improvement Plans (TIP) updated or amended after May 27, 2018.

MPO adopts Own Targets:

MPO shall:

- On or before March 1st each year, notify WYDOT of the MPO's measures and targets for the current calendar year.

- Determine the MPO's Planning Area VMT.
- Report to WYDOT the MPO's previous year's performance for:
 - Rate of Fatalities
 - Rate of Serious Injuries
- Report the MPO's performance, targets, and progress towards achievement of those targets in LRTPs and TIPs updated or amended after May 27, 2018.

PAVEMENT:

WYDOT shall:

- On or before June 15th each year, report Wyoming's statewide pavement data (of previous year) to the Federal Highway Administration (FHWA).
- Provide the MPO with the state's pavement performance targets for:
 - % pavement in good/poor condition, Interstate System
 - % pavement in good/poor condition, non-Interstate National Highway System (NHS)
- Provide the MPO with data identifying pavement data for Interstate and non-Interstate NHS networks within the MPO planning area boundary.
- Provide the MPO with the overall pavement performance of the Interstate and non-Interstate NHS within the MPO Planning Area Boundary (for the previous calendar year). Information to be provided biennially beginning in 2018.

 MPO Adopts State Targets:

MPO shall:

- Notify WYDOT of the MPO's election to support the state's pavement performance targets.
- Report the MPO's NHS:
 - Pavement performance and
 - Measures to support the state's pavement performance targets in all LRTPs and TIPs updated or amended after May 20, 2019.

X **MPO Adopts Own Targets:**

MPO shall:

- On or before November 16, 2018, notify WYDOT of the MPO's pavement performance targets (4-year targets).
- On or before April 1, 2023 and every four years after that, notify WYDOT of the MPO's new pavement performance targets for subsequent 4-year performance periods.
- Report the MPO's pavement performance, targets, and progress towards achievement of those targets in all LRTPs and TIPs updated or amended after May 20, 2019.

BRIDGE:

WYDOT shall:

- Report WYDOT's statewide bridge data (of previous year) to FHWA.
- Provide the MPO with the state's bridge performance target for bridges on the NHS (% bridges in good/fair/poor condition).
- Provide the MPO with data identifying bridge condition data for bridges on NHS network within the MPO planning area boundary.
- Provide the MPO with the overall performance of bridges on the NHS within the MPO Planning Area Boundary (for the previous calendar year). Information to be provided biennially beginning in 2018.

MPO Adopts State Target:

MPO shall:

- Notify WYDOT of the MPO's election to support the state's bridge performance target.
- Report the MPO's:
 - Bridge performance and
 - Measures to support the state's attainment of its bridge performance targetsin all LRTPs and TIPs updated or amended after May 20, 2019

X MPO Adopts Own Target:

MPO shall:

- On or before November 16, 2018, notify WYDOT of the MPO's 4-year NHS bridge performance target (% bridges in good/fair/poor condition).
- On or before April 1, 2023 and every four years after that, notify WYDOT of the MPO's new bridge performance target for subsequent 4-year performance periods.
- Report the MPO's bridge performance, targets, and progress towards achievement of those targets in all LRTPs and TIPs updated or amended after May 20, 2019.

NHS-LOTTR (Level of Travel Time reliability):

WYDOT shall:

- On or before June 15th each year, report Wyoming's HPMS data for determining NHS-LOTTR (of previous year) to FHWA.
- Provide the MPO with the state's NHS-LOTTR performance targets for:
 - % person-miles traveled on the Interstate which are reliable
 - % person-miles traveled on the non-Interstate NHS which is reliable).

- Provide the MPO with data used for determining the NHS-LOTTR performance for the NHS network within the MPO planning area boundary.
- Provide the MPO with the overall NHS-LOTTR performance within the MPO Planning Area Boundary (for the previous calendar year). Information to be provided biennially beginning in 2018.

 MPO Adopts State Targets:

MPO shall:

- On or before November 16, 2018, notify WYDOT of the MPO's election to support the state's NHS-LOTTR performance target.
- Report the MPO's:
 - NHS-LOTTR performance and
 - Measures to support state's attainment of its NHS-LOTTR performance targets
 in all LRTPs and TIPs updated or amended after May 20, 2019

X **MPO Adopts Own Targets:**

MPO shall:

- On or before November 16, 2018, notify WYDOT of the MPO's NHS-LOTTR performance targets for:
 - % person-miles traveled on the Interstate which are reliable
 - % person-miles traveled on the non-Interstate NHS which is reliable condition).
- On or before April 1, 2023 and every four years after that, notify WYDOT of the MPO's NHS-LOTTR targets for subsequent 4-year performance periods.
- Report the MPO's NHS-LOTTR performance, targets and progress towards achievement of those targets in all LRTPs and TIPs updated or amended after May 20, 2019.

FREIGHT MOVEMENT:

WYDOT shall:

- On or before June 15th each year, report Wyoming's HPMS data for determining Interstate System Truck Travel Time Reliability (TTTR) index (of previous year) to FHWA.
- Provide the MPO with the state's Interstate System Freight performance target, expressed in terms of the TTTR index.
- Provide the MPO with data used for determining the Interstate System freight performance within the MPO planning area boundary.
- Provide the MPO with the Interstate System Freight performance within the MPO Planning Area Boundary (for the previous calendar year). Information to be provided biennially beginning in 2018.

MPO Adopts State Target:

MPO shall:

- On or before November 16, 2018, notify WYDOT of the MPO's election to support the state's Interstate System Freight performance target.
- Report the MPO's:
 - Interstate System Freight performance and
 - Measures to support State's attainment of its Interstate System Freight performance targetsin all LRTPs and TIPs updated or amended after May 20, 2019

~~X~~ **MPO Adopts Own Target:**

MPO shall:

- On or before November 16, 2018, notify WYDOT of the MPO's Interstate System Freight performance target, expressed in terms of the TTTR Index.
- On or before April 1, 2023 and every four years after that, notify WYDOT of the MPO's Interstate System performance target for subsequent 4-year performance periods.
- Report the MPO's Interstate System TTTR performance, targets and progress towards achievement of those targets in all LRTPs and TIPs updated or amended after May 20, 2019.

TRANSIT:

WYDOT shall:

- Purchase and maintain decision support tools (state grants management software)
 - Collaborate, set, and share statewide performance targets
 - Various Reports for condition rating and forecasting maintenance and replacement costs
- On or before October 1, 2018 prepare Transit Asset Management Plan
- Update Transit Asset Management Plan every 4 years
- Annual Reporting to National Transit Database (NTD)

~~X~~ **MPO Adopts State Target:**

Transit provider shall:

- On or before June 30, 2018, notify WYDOT of the MPO's election to support the state's Capital Assets and Condition assessment targets.
- Inventory and report Capital Assets
 - Vehicles
 - Facilities
 - Equipment

- Condition assessment and report
 - Vehicles
 - Facilities
 - Equipment
- Annual Reporting to National Transit Database (NTD)

 MPO Adopts Own Target:

Transit provider shall:

- On or before June 30, 2018, notify WYDOT of the MPO's targets for the state's capital assets and condition assessment targets
- Inventory and report capital assets
 - Vehicles
 - Facilities
 - Equipment
- Condition assessment and report
 - Vehicles
 - Facilities
 - Equipment
- Annual Reporting to National Transit Database (NTD)

MPO Adopts State Transit Asset Management:

- On or before October 1, 2018, notify WYDOT of the MPO's election to support the state's Transit Asset Management Plan.

 MPO Adopts Own Transit Asset Management:

- On or before October 1, 2018, publish the Transit Asset Management Plan under State Tier II.



 MPO Policy Chairman

Date: 9.19.18



 Mayor, City of Cheyenne

Date: 9.19.18



 WYDOT State Planning Engineer

Date: 9/24/18