

Request for Proposals
Planning Consulting Services
Transportation Alternatives Master Plan

Town of Saratoga, WY

The Town of Saratoga is seeking proposals from qualified planning firms to undertake a comprehensive planning process for a Master Plan for a pedestrian and bicycle pathways network in Saratoga, WY, including an ADA transition plan. The plan will identify all critical existing resources and will direct the phased developments and ongoing maintenance of shared-use paths and similar facilities to increase transportation alternatives in the Town of Saratoga.

1. Introduction

The Town of Saratoga, population 1,702, is a growing community located in Southeastern Wyoming situated on the banks of the upper North Platte River, at the foot of both the Snowy Mountain Range and Sierra Madre Mountain Range. The area provides for exceptional outdoor recreation activities and is home to a very active outdoor population. Saratoga is on the way to two scenic highway routes and 20 miles south of Interstate 80.

Sidewalks as a whole are limited and sporadic throughout the Town of Saratoga. This consequently creates a lack of consistent pedestrian access. Aside from a few undefined trails that can be found in some recreational areas, there is little to no pedestrian trail infrastructure. For a community with so much adjacent access to the North Platte River, the lack of any trail system is a missed opportunity to better serve and enhance access for pedestrians and cyclists. Currently, for those citizens who are wheelchair bound, the only option for transport is to travel on the road due to the lack of ADA compliant sidewalks. For school age children, there are limited sidewalks connecting the schools to each other, to the local library, practice fields or residential districts.

A town wide Transportation Alternatives Master Plan shall provide conceptual plans for the development of trails, sidewalks and pathways that will improve the connectivity between parks, natural areas, hot springs, schools, downtown, library, hospital, and grocery store, as well as a plan to bring current pedestrian infrastructure into ADA compliance.

2. Master Plan Goals & Scope of Services

The core of this project is a planning process that identifies and prioritizes hard and soft pedestrian and bicycle facility projects based on existing conditions and the needs of the local community. The main deliverable will be a document defining a comprehensive system of public access to community assets and a phased action plan for development and long-term maintenance of pathways and trails. While the offeror shall provide their approach for the development of the Transportation Alternatives Master Plan, at minimum, the process and outcome should entail:

1. A cohesive vision for developing sidewalks and trails in the Town of Saratoga while establishing a model for sustainable maintenance and fiscal support.
2. Recommendations for discrete projects, phases, costs for development.
3. Articulating strategies for implementing the plan with clear action steps.
4. Estimating an annual budget amount to sustain a pathways and trails program at the future levels of infrastructure as recommended in the plan, and suggesting management models for pathways program.
5. Inventory of existing Town sidewalks, including accessibility and quality. Provide a system to determine the priorities and budget for maintenance and upgrades of the items in order to bring into ADA compliance.
6. Recommend surface types, materials, widths, etc. to establish a safe and cohesive look and feel for all Saratoga trail corridors. Illustrative prototypes encouraged.
7. Illustrative pathway plan depictions including interpretive themes, user type and trail prototypes, prototypes for trailhead access points, and wayfinding signage hierarchy.
8. Review existing funding sources, research potential new revenue streams and provide a 5-year action plan to direct the Town moving forward. Include potential partnerships with scheduled WYDOT improvements on HWY 130.
9. Provide a cost estimate for the total implementation of the master plan, including engineering and professional service costs, construction and material costs, etc.
10. Production of Transportation Alternatives Master Plan for The Town of Saratoga including an ADA Transition Plan.

Additional Services Required:

Public Engagement Plan

A main goal of the project is to effectively engage local citizens and stakeholders. Engaging the public and gathering public support is a critical element of the Master Plan process, especially in a rural, small town. The consultant will be responsible for creating and executing a Public Engagement Plan including, but not limited to:

- Developing a steering committee of trail users, invested parties and stakeholders;
- Developing strategies for meaningful public involvement to define Plan goals and objectives;
- Facilitate Visioning Workshops for town officials and the public;
- Coordinating materials, logos, events, milestones, etc. for public engagement;
- Running public meetings;
- Providing multiple channels/platforms for engagement (e.g. surveys, focus groups, etc.);
- Gathering, synthesizing and incorporating the input for proposed projects;
- Preparing a summary of the outreach method and responses, to be included in the final plan appendices.
- The final plan should be a fair representation of the participation of the citizens and, when possible, provide a measurement of support for the final plan.

Project Administration

- Direct all project work including staff assignments, progress tracking, budget oversight and quality control;
- Facilitate coordination meetings with the steering committee to report on project status, resolve issues and identify additional needs;
- Prepare agendas, materials and take meeting notes;
- Form and maintain stakeholder registry for communications and project involvement purposes;
- Provide monthly invoices and written progress reports.

Following the finalization of the plan, the consultant shall supply three print copies and a digital version of the plan and all associated maps, documents, and exhibits to the Town of Saratoga. The format and presentation should be appropriate for both a technical and lay audience as the plan will be referenced in detailed project planning as well as garnering public support. The successful proposer should also be prepared to present the final Transportation Alternatives Master Plan to the Saratoga Town Council, Planning and Zoning Commission, and the public.

3. Proposal Evaluation

Proposals will be evaluated by a committee organized by the Town of Saratoga Planning and Zoning Commission on the criteria listed in Section 7. Committee members will use an objective point system to evaluate the proposals received relative to one another. Firms are encouraged to structure the proposals to address the information in the order listed.

Understanding the Project - The firm must demonstrate a comprehension of the role and function of this contract in meeting the needs of the Town and respond to all elements requested in the RFP.

Meaningful Public Input & Innovative Engagement - The submitted proposal should identify the proposed methods for soliciting public input on the various aspects and issues identified in the plan. The proposal should indicate the number of public engagement sessions recommended and other recommended means of keeping interested parties engaged and informed during the planning process. Examples from other projects must be provided. Consideration will be given to the nature and number of public input sessions and the firm's experience with web based, social media, and other innovative engagement techniques.

Qualification of the Firm - Considerations will be given to the firm's experience with other pathways master plans undertaken and completed, preferably for towns of similar size. Please include contact information for references. You may provide website links for relevant documents.

Qualifications of the Personnel - Considerations will be given as to the qualification of the individuals assigned to the completion of the Transportation Alternatives Master Plan, including the staff time to be devoted to the project. Please include relevant resumes.

Consultant Availability - Provide a statement of availability and the location of key personnel that will work on the Saratoga project.

Projected Schedule - It is anticipated that the contract for consulting services will be awarded by the end of April 2023. It is the Town's goal to complete the adoption of the Transportation Alternatives Master Plan by March 2024. The proposal is to include a schedule with an anticipated timeline for completion, including start date, progress meetings, and draft reports in advance of a final presentation and ending with adoption by the Town Council.

5. Project Schedule

Action	Location	Date	Time
Solicitation Advertisement	Saratoga Sun, Laramie Boomerang, Town Website	2/16/2023	N/A
Proposals Due	Saratoga Town Hall	3/16/2023	4:00 PM

Action	Location	Date	Time
Interviews (if held)	Saratoga Town Hall	3/27-3/31 2023	TBD
Selection Committee Recommendation		4/5/2023	5:00 PM
Contract Negotiations with Successful Proposer		4/6-4/14 2023	
Town Council Approval of Contract	Saratoga Town Hall	4/18/2023	6:00 PM
Begin Contract (Estimated)		4/19/2023	
Project Completed (Estimated)		March 2024	
Adoption of Transportation Alternatives Master Plan by the Town Council (Estimated)	Saratoga Town Hall	4/2/2024	6:00 PM

6. Proposal Submittal Instructions

To be considered, five (5) hard copies and one digital copy of the complete proposal must be submitted in a sealed envelope by **4 p.m. March 16, 2023**, delivered to:

By Mail:

Transportation Alternatives Master Plan - RFP
Town of Saratoga Planning Commission
PO Box 486
Saratoga, WY 82331

By Hand:

Transportation Alternatives Master Plan - RFP
Saratoga Town Hall
110 E. Spring Avenue
Saratoga, Wyoming 82331

7. Selection Procedure

Subsequent to the deadline for acceptance of proposals, the selection committee will evaluate each proposal and will determine ranks based upon materials submitted using the qualifications-based selection criteria. A short list of consultants, based on the highest scores, may be selected for in-person interviews. The Town will attempt to reach a final agreement with the highest scoring Consultant.

Contract discussion and negotiation will follow award selection. If an agreement cannot be reached with the top ranking firm, the Town will contact the firm with the next ranked proposal and attempt to negotiate with that firm. The process will be repeated until an agreement is reached. The selected firm will be notified of the final approval of the contract. Firms not selected will be notified following the approval of the contract.

Selection Criteria

Proposals will be evaluated by a committee organized by the Town of Saratoga Planning and Zoning Commission. They will be evaluated on the following criteria:

- Understanding of Scope of Services - 10 points
- Experience with Projects of Similar Scope and Function - 20 points
- Effective and Innovative Public Engagement Strategies - 20 points
- Project Approach/Methodology - 25 points
- Project Schedule - 10 points
- Skills, Experience & Availability of Project Team - 15 points
- In-Person Interviews, if Held - 100 points

This project is funded by a WYDOT Transportation Alternatives Programs (TAP) grant. Cost components cannot be used as an evaluation factor for federal funded Architectural and Engineering services. **Please do not include any pricing/price proposal in the submitted proposal.**

8. Additional Information

Questions regarding the proposal may be directed by email to:

McCall Burau,
Chairman Planning & Zoning Commission
mccall.burau@gmail.com

To be added to the official Proposer's List and ensure that you will be notified of changes or addendums to the above project, email mccall.burau@gmail.com with the following information:

Project Name

Bidder Name

Bidder Contact Person

Email of Contact Person