

**REQUEST FOR PROPOSALS
FOR PROFESSIONAL ENGINEERING AND TRANSPORTATION PLANNING SERVICES
PARK COUNTY TRANSPORTATION AND SAFETY PLAN**



Park County Public Works Department (PCPWD) is seeking qualifications-based proposals and separate sealed price proposals from professional engineering and transportation planning firms to provide professional engineering services in developing a County wide *Transportation and Safety Plan* (TSP). The purpose of the TSP is to evaluate existing transportation infrastructure as well as growth/development trends to plan for future transportation needs of Park County. Although the TSP will focus on County maintained road and bridge infrastructure, there will be a concentrated effort to integrate the County transportation network with other transportation systems and modes administered/maintained by Federal, State, Local (Cities and Towns), and private road infrastructure interests (ie, residential, agriculture, commercial, private, etc) within Park County and surrounding areas. Ultimately, and ideally, the TSP will provide a framework and planning tool for forecasting and prioritizing future transportation infrastructure needs.

The TSP is being primarily funded through the Safe Streets and Roads for All (SS4A) program (*Federal Award Number 693JJ32640293*) with local matching through the State of Wyoming. In using federal funds for this project, specific federal procurement, funding management, and reporting requirements apply to all work on this project.

A. SUBMITTAL REQUIREMENTS

Qualifications-based proposals and separate sealed price proposals shall be submitted to the Park County Clerk's Office at 1002 Sheridan Avenue in Cody, Wyoming. Outside envelope must include the name of the project and the name of the firm submitting the package. Submittals shall be received no later than 5:00 PM on Monday, March 30, 2026. Submittals received after this date and time will be returned unopened and will not be considered. The qualifications-based proposals only will be opened during the regularly scheduled Commissioner's meeting on Tuesday, March 31st, 2026 (time TBD). Separate sealed price proposals shall not be opened until an engineering firm is selected based on the qualifications as described herein and as outlined in 2 CFR § 200.320(b)(2). Late submittals will not be opened.

B. PROJECT OVERVIEW AND SCOPE

Park County is a large and diverse county located adjacent to and east of Yellowstone National Park in Northwest, Wyoming. With a population of roughly 29,624 people (2020 U.S. Census), and 6,967 square miles of land mass, the County's demographics are bolstered largely by tourism, agriculture, and oil & gas related interests. The County is associated with millions of acres of public lands including national parks, national forests, wilderness areas, and rangeland all part of the greater Yellowstone ecosystem. Much of the County is characterized by sloping terrain, scenic vistas, co-existing wildlife ecosystems, streams/rivers, and remote areas that can prove

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challenging to access during periods of inclement weather. The eastern part of the County is heavily agriculturally based, which offers other challenges pertaining to maintaining reliable farm to market agricultural routes. It is estimated that roughly 23% of land within the jurisdictional boundaries of Park County is privately owned.

The Park County Public Works Department consists of three divisions under the administration of the County Engineer. These include the Engineering, Road & Bridge, and Solid Waste Divisions. The County maintained road and bridge system involves more than 630 miles of roadway of which roughly half are paved. The County also is responsible for more than 70 bridges, 82 box-culverts, 2,063 culverts, 175 cattleguards, and more than 6,200 signs. Park County's 2025-2026 fiscal year budget to maintain the county road and bridge system is roughly \$7.3 million with another \$545,000 dedicated to the County Engineer's budget (also responsible for non-transportation related infrastructure such as landfills, and county facilities improvements).

Park County, Wyoming recently adopted an updated County *Land Use Plan (PCLUP)* in March 2024. Development of the PCLUP engaged Park County communities, citizens, and interests while developing guidelines, framework, and planning tools to best manage the future growth and development of the County for the greater public good. After the adoption of the PCLUP, Park County is currently in the process of updating *County Land Development Standards & Regulations (DSR)*. This public process administered by the Park County Planning and Zoning Department has involved multiple public meetings, working groups, and other public outreach efforts.

A component of the update to the DSR involves updating Park County's *Road & Bridge Standards Manual (R&BS)*. The R&BS provide a guideline for uniformity and consistency of county road and bridge infrastructure as well as transportation infrastructure necessary to serve development. Park County's intention is for the PCLUP and the TSP to serve as guiding principles for the development of the DSR and the R&BS moving forward. In other words, the regulations and standards to be adopted by the County should reflect the will of the people with an eye toward future needs and priorities. These priorities and needs are best reflected in the PCLUP and the TSP.

Data from a variety of sources illustrates safety and transportation concerns throughout Park County. A fundamental pillar of the SS4A program is an emphasis on public transportation safety. Specifically, the goal will be to evaluate existing infrastructure while developing a transportation plan designed to decrease fatalities and serious injuries related to roadway accidents.

Park County and the selected Consultant will seek input from representatives from municipalities, modes of transportation, businesses, public and private sectors, Federal agencies, State agencies, industry, and disadvantaged populations. Consultant's scope of services will include facilitating community engagement.

The budget which reflects the funding level for this project is \$360,000.

C. GOALS AND OBJECTIVES

Like most counties throughout Wyoming and the country, there is no shortage of transportation infrastructure needs in Park County. One of the overarching goals of the plan will be to prioritize the needs based on the greater public good while emphasizing a safe and reliable transportation network to the extent possible and practical. Specifically, the TSP aims to create safe, efficient, reliable, and multimodal networks that boost the economy, improve equity, and protect the environment while integrating land use. Key objectives include reducing crashes, enhancing transit/active travel, maintaining infrastructure, easing congestion, and ensuring connectivity for

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all abilities. Some early areas of focus, ideas, goals, and objectives include but are not limited to the following:

1. Safety and Security

- **Goal:** Provide a safe transportation system for all users.
- **Objectives:**
 - Reduce traffic fatalities, serious injuries, and crash counts.
 - Improve pedestrian and bicycle safety infrastructure.
 - Enhance emergency service accessibility and route reliability.

2. Efficiency, Mobility, and Reliability

- **Goal:** Enhance system performance and reduce congestion.
- **Objectives:**
 - Improve travel reliability on major routes before adding capacity.
 - Increase transit ridership, biking, and walking options.
 - Improve freight movement to terminals, ports, and rail yards.

3. Multimodal Accessibility and Equity

- **Goal:** Ensure equitable access to mobility options for all, regardless of age, ability, or income.
- **Objectives:**
 - Connect residents with jobs, services, and daily needs.
 - Expand bicycle and pedestrian networks (trails, sidewalks).
 - Bridge gaps in transit coverage.

4. System Maintenance and Preservation

- **Goal:** Preserve and extend the life of existing infrastructure.
- **Objectives:**
 - Prioritize maintenance of roads, bridges, and assets.
 - Manage jurisdictional transfers and route designations efficiently.

5. Land Use Integration and Environment

- **Goal:** Create a balanced, sustainable built environment.
- **Objectives:**
 - Support compact, walkable, and transit-oriented development.
 - Reduce vehicle miles traveled (VMT), emissions, and noise pollution.
 - Minimize impacts on natural systems and habitats.

6. Economic Vitality and Fiscal Responsibility

- **Goal:** Invest in systems that support local economic growth.
- **Objectives:**
 - Leverage diverse, stable funding sources and grants.
 - Support tourism, recreation, and business movement.

7. Community Character and Quality of Life

- **Goal:** Align transportation improvements with community values.
- **Objectives:**
 - Balance traffic flow with local neighborhood character.
 - Preserve rural character and natural beauty.

Ideally, the above goals will be supported by performance measures to track progress, such as reduced travel times or lower incident rates. Some additional areas of focus and consideration include but are not limited to:

1. **Safe Multi-modal Transportation Infrastructure:** *improve multi-modal and active transportation infrastructure to encourage safe access and connectivity among Park County communities while improving access to and safety of high-use residential and recreation areas.*
2. **County Road and Bridge Standards:** *Park County will simultaneously update County R&B standards for current and future growth, use and needs, and plan to bring all County maintained*

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roads up to those standards to maintain consistency and uniformity throughout the road and bridge network.

3. **County Load Rating system:** *develop and implement a county-wide load rating and permitting system that integrates with the WY State Highway load rating system.*
4. **Road Improvement and Maintenance Districts:** *assist subdivisions to establish road improvement and maintenance districts that would be responsible for the costs and labor of future road maintenance and improvement projects, especially to ensure school bus and emergency vehicle access.*
5. **Emergency Routes Planning and Alert System:** *Plans for alternative transportation routes for evacuating remote areas in the event of a disaster, to aid winter connectivity of disadvantaged locations; and creating a GIS-based alert system that notifies residents of road conditions, closures, dangers, construction, etc.*
6. **County Bridges:** *assess condition of county bridges and create a plan to upgrade structurally deficient bridges to meet County R&B standards; and*
7. **Improve High-Use Roads:** *identify roads that are heavily used and create plans to upgrade them to their usage levels and functional classifications.*

Most of Park County is considered rural, but some areas are less connected by transportation routes than others. Because public transportation is almost non-existent in northwest Wyoming and distances between towns and resources are great, residents must use a personal motorized vehicle most of the time. While other forms of transportation are used, communities lack multi-modal safety and transportation plans and routes ensuring motorized and non-motorized commuter safety. Thus, addressing the needs of the most vulnerable requires improving safety on all routes paved or unpaved, and necessitates the incorporation of all transportation modes to increase County connectivity and public safety.

D. PROJECT SCHEDULE

PCPWD intends to select and procure a qualified engineering and transportation planning consultant (firm) by April 1, 2026. All work must be completed by April 20, 2028, with all expenses reimbursed and reports filed with the Federal Highway Administration by this date (i.e., *Period of Performance*).

E. MINIMUM QUALIFICATIONS

Qualified firms shall have civil engineering, transportation planning, and GIS capabilities (preferably within the same firm) and shall offer an experienced team of Wyoming licensed professional engineers, planners, GIS specialists, and technical support staff capable of managing and executing all aspects of the project. Qualified firms shall have successfully completed at least one similar transportation study, evaluation, or plan involving public transportation infrastructure in the past 10 years.

As this is a planning level effort, it is not necessary for the qualified firm to be based in Park County or Wyoming. However, successful implementation and execution of this project will require regular meetings, and public engagement which will require both remote (Zoom/Teams meetings) and in

person meetings/work sessions. The time and costs (including travel-related expenses) should be clearly outlined in the consultant's proposal.

F. FORMAT FOR SUBMITTALS

In selecting a Consultant for this project, Park County must adhere to the qualifications based selection methodology outlined in [2 CFR 200.320\(b\)\(2\)\(ii\)](#). For this reason, there will be two separate submittals required by applicants to be considered. The first is a qualifications-based proposal which outlines experience, capabilities, and qualifications of the firm. The second component is a sealed price proposal. The sealed price proposal shall be in a separate sealed envelope labeled with the name of the firm and "*Price Proposal*" clearly indicated. The sealed price proposal envelope, ten (10) hard copies of the qualifications-based proposals, and one electronic copy (portable USB external drive) can then be submitted in one large envelope (including FedEx, UPS, etc.) whereby the outside of the envelope includes the consultants name/address and is labeled "*Proposal for Engineering and Transportation Planning Services – County Transportation and Safety Plan*". Outside envelope shall be addressed to:

Park County Clerk's Office
Attn: Colleen Renner
1002 Sheridan Avenue
Cody, WY 82414
(307) 527-8600

1. Qualifications-based Proposals

Qualifications-based Proposals shall consist of the following minimum information:

- A.** Firm name, location of office(s), and contact information for primary point of contact regarding submittal package.
- B.** Summary of firm history and fields of specialization (i.e., water, transportation, traffic safety, structures, public infrastructure, etc.).
- C.** Resources and capabilities to include the number of licensed professional engineers (PE), engineering interns (EI), transportation planners, licensed professional land surveyors (PLS), GIS specialists, and technical support staff. Also summarize the design and mapping software you use (Civil 3D and ArcGIS preferred).
- D.** List of current transportation projects (over \$50K fees) that your company is working on through 2028 (if known).
- E.** Project approach to include identification of major milestones, schedule, and challenges.
- F.** List of at least 3 project references including contact information.
- G.** Appendix A to Qualifications-based proposal-- Summary of at least three (3) representative projects completed by firm in the last ten (10) years; Emphasis on projects of similar type, scope, and scale is encouraged.

- H. Appendix B to Qualifications-based Proposal-- Resumes of key project members including the project manager and lead transportation engineer/planner. Only include resumes for people that will work on this project.
- I. The qualifications-based proposal should include no more than 20 pages not including cover letter and title page for items A-F above. There is no limit to the number of pages for Items G & H (Appendices).

2. Separate Price Proposal

The price proposal shall be placed in a separate sealed envelope with the name of the project, name of firm, and the words "*Price Proposal*" listed on the envelope. The price proposal will not be opened until a qualified firm is selected by the Review Committee and confirmed by the Board of Park County Commissioners. Consultants shall carefully consider the available funding level (\$360,000 budget) and shall adjust their level of effort in completing this project accordingly. If there are supplemental studies, demonstrations, or activities that would bolster this planning effort, please provide this information in a separate list with estimated costs that are above and beyond the \$360,000 funding limit. Park County will consider these unfunded supplemental activities at the time of award and will decide if the supplemental activities warrant additional expenditure by the County (above and beyond stated federal and state funding).

The price proposal shall include no more than 3 pages. One page shall include the firm's standard unit fees for labor and expenses including administration, engineering, planning, and technical support. The price proposal shall also include estimated costs for each of the following tasks:

- Task 1- Grant and Project Management
 - *Project Planning and Scoping.*
 - *Progress Meetings*
 - *Assume 1 virtual meeting per month (30 total);*
 - *Assist Owner with Preparation of Quarterly progress reports to FHWA.*
- Task 2- Community Engagement and Needs Assessment
 - *Meetings with County, public, and Key Stake Holders.*
 - *Assume 3 in person meetings.*
- Task 3- Community Wide Feedback and Planning
 - *Compile and organize GIS maps.*
 - *Identify Critical needs and priorities for reliable multi-modal connectivity.*
 - *Identify Critical emergency management routes and priorities.*
 - *Identify Critical safety improvements needed and priorities.*
- Task 4- Compile, Write, and Present Comprehensive TSP
 - *Final plan will include both a written (PDF) document and a GIS based map that can be incorporated on the County's public website.*

For Tasks 1-4 please provide for each task an estimated total price assuming a time and materials format with a cost not to be exceeded without prior owner and FHWA approval.

G. BASIS FOR EVALUATION AND SELECTION

Park County will utilize the qualifications based selection procedures for professional services outlined in [2 CFR 200.320\(b\)\(2\)\(ii\)](#) in selecting a qualified consultant. Only the qualifications-based proposal submittal (not the separate price proposal) will be reviewed by the Selection Committee. The Selection Committee will include the County Engineer, Project Manager, at least 2 Commissioners, County Planner, and up to 5 representatives from Powell Economic Partnership (PEP), Cody Chamber of Commerce, local government, State Government, commerce, real estate development, and industry. The Selection Committee will review the qualifications-based proposals with each committee member independently scoring and ranking the qualifications-based proposals. The committee will then convene and will select at least three (3) firms with the highest composite score ranking for further consideration. The short-listed candidate firms will then be invited to participate in an interview with further evaluation and consideration by the committee. Interviews will be held at the Park County offices in Cody. Remote (virtual via Zoom, Teams, etc.) participation by the candidate firms and/or the committee will be accommodated to minimize travel time and costs.

The basis for project scoring for evaluating firms will be based on the following matrix.

Qualifications and Experience	15 Points
Capacity to Perform	10 Points
Project Team	20 Points
Project Approach	20 Points
Representative Projects	10 Points
References	10 Points (Scored for shortlisted candidates only)
Interview	15 Points (Scored for shortlisted candidates only)
Total:	100 (Max Possible)

H. PROJECT INFORMATION

All questions regarding this Project, including requests for information, shall be submitted to the County Engineer via email. Responses will be provided to all potential firms for which we have registered email addresses. The Project Engineer (Brian Edwards, P.E.) can be reached at (307) 527-8523 or via email at Brian.Edwards@parkcounty-wy.gov.

I. FEDERAL SS4A REQUIREMENTS

Consultants interested in submitting proposals for this project are encouraged to review the federal requirements outlined in 2 CFR Subtitle A Chapter II Part 200 Subpart E and Appendix II to Part 200. These federal regulations outline Cost Principles and Contract Provisions for Non-Federal Entity Contracts under Federal Awards. A copy of the County's funding agreement with the FHWA and associated exhibits are attached hereto for reference. The guiding principles and requirements applicable to the funding recipient shall also apply to the FHWA approved sub-recipient in the dutiful execution and implementation of this project.

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“The Recipient, in accordance with the provisions of Title VI of the Civil Rights Act of 1964 (78 Stat. 252, 42 U.S.C. §§ 2000d to 2000d-4) and the Regulations, hereby notifies all consultants that it will affirmatively ensure that for any contract entered into pursuant to this advertisement, disadvantaged business enterprises will be afforded full and fair opportunity to submit proposals in response to this invitation and will not be discriminated against on the grounds of race, color, or national origin in consideration for an award.”