

**Town of Alpine, Wyoming**  
**Request for Proposals (RFP)**  
**Transportation Safety Action Plan and Highway 89 Demonstration Project**  
**(Safe Streets for All – SS4A Initiative)**

Issue Date: December 17, 2025

Proposal Due Date: February 3, 2026

Contact: Town of Alpine – Office of the Clerk

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### **I. Project Overview**

The Town of Alpine, Wyoming, invites qualified consultants to submit proposals for the preparation of a Transportation Safety Action Plan and a Highway 89 Demonstration Project under the Safe Streets for All (SS4A) initiative. This project will develop a data-driven, federally compliant Action Plan and implement a temporary Demonstration Project to evaluate early safety improvements along U.S. Highway 26/89.

**The total project budget is \$300,000, consisting of \$260,000 for planning, engineering, analysis, public involvement, and NEPA, and \$40,000 for Demonstration Project construction, as defined in the Town’s signed FY23 SS4A Grant Agreement.**

The consultant must ensure all work complies with the mandatory federal project milestones:

#### **Action Plan Schedule (Planning Phase)**

- **NEPA Completion:** March 30, 2026
- **Draft Action Plan Completion:** March 30, 2027
- **Final Action Plan Completion:** May 30, 2027
- **Final Plan Adoption:** July 31, 2027
- **SS4A Final Report:** October 31, 2027

#### **Demonstration Activity Schedule**

- **NEPA Completion:** March 30, 2026
- **Construction Start:** July 1, 2026
- **Evaluation Period End:** September 31, 2026

- **SS4A Final Report:** July 31, 2027

Final design and construction work for the Demonstration Project may not begin until NEPA is complete and FHWA issues written obligation authorization.

### **Schedule Flexibility**

The Town notes that the NEPA completion date may be adjusted by up to three months, and all other federal milestone dates may be adjusted by up to six months. These adjustments are limited to the flexibility allowed in the SS4A Grant Agreement. Consultants should structure schedules to meet the current required deadlines while allowing for these limited adjustments.

## **II. Community Context**

The Town of Alpine is a rapidly growing rural community located at the convergence of U.S. Highways 26 and 89, two high-volume regional corridors serving commuters, freight carriers, recreational traffic, and seasonal visitors. Alpine's location at the meeting point of these highways creates a unique set of safety challenges, including turning conflicts, high approach speeds, and limited pedestrian crossing opportunities.

The Town has experienced continued population growth and increasing commercial activity, which place additional demands on an already constrained transportation network. Sidewalk gaps, inconsistent pedestrian connectivity, narrow shoulders, and limited multimodal facilities contribute to elevated safety risks for people walking and biking—particularly near commercial areas, schools, and community amenities. Winter conditions, heavy snow loads, reduced visibility, and seasonal congestion intensify these challenges.

Highway 26/89 serves simultaneously as Alpine's primary downtown corridor and a regional mobility route, creating conflicts between through-traffic and local access. As the community continues to grow, the Town requires a clear, data-driven strategy to address safety concerns, reduce crash risk, and prioritize investments.

This project will help the Town understand existing safety patterns, evaluate roadway and multimodal needs, and develop a comprehensive Transportation Safety Action Plan. The Highway 89 Demonstration Project will allow the Town to test a low-cost, temporary safety treatment to evaluate its effectiveness before committing to long-term capital improvements. Together, these efforts will support Alpine's broader transportation and land use goals, improve community connectivity, and position the Town for future implementation funding.

## **III. Purpose of the Study**

The purpose of this project is to develop a comprehensive, data-driven Transportation Safety Action Plan and to implement a Highway 89 Demonstration Project that advances the Town of Alpine's long-term safety, mobility, and community connectivity goals. This work will support federal SS4A objectives by identifying strategies to reduce fatalities and serious injuries and by establishing a clear, actionable framework for future transportation investments.

The Transportation Safety Action Plan will evaluate crash patterns, roadway conditions, multimodal conflicts, pedestrian and bicycle infrastructure needs, and community connectivity gaps. It will result in prioritized safety strategies, project recommendations, and implementation pathways consistent with FHWA's SS4A Action Plan requirements.

The Highway 89 Demonstration Project will serve as an early, low-cost safety intervention designed to test the effectiveness of temporary treatments—such as curb extensions, crossing improvements, or traffic calming elements—in reducing conflicts and improving visibility along Alpine's primary transportation corridor. The Demonstration Project must be designed, installed, and evaluated in accordance with the Town's SS4A Grant Agreement, including NEPA requirements and schedule milestones.

Together, the Action Plan and Demonstration Project will provide the Town with the data, analysis, and practical testing needed to advance long-term transportation safety improvements and strengthen the Town's ability to pursue future federal funding for implementation.

#### **IV. Objectives and Scope of Work**

The consultant shall perform all work necessary to prepare a federally compliant Transportation Safety Action Plan and to design, permit, complete NEPA, and evaluate a Highway 89 Demonstration Project. All work must be completed in accordance with the Town of Alpine's signed FY23 SS4A Grant Agreement, including required project milestones for both the Action Plan and Demonstration Project phases.

**A. Safety Assessment:** The consultant shall conduct a comprehensive evaluation of multimodal transportation safety throughout the Town. Tasks include, but are not limited to:

- Analyzing crash data, roadway geometry, traffic operations, speeds, pedestrian and bicycle activity, and access conditions
- Identifying high-injury locations, conflict points, ADA deficiencies, and safety-related infrastructure gaps
- Reviewing existing land use patterns, development trends, and future growth impacts on safety

**B. Existing and Future Conditions:** The consultant shall analyze existing and projected conditions along U.S. Highway 26/89 and key local streets. Tasks may include:

- Operational analysis of intersections and corridor segments
- Identification of multimodal conflicts and constraints
- Evaluation of right-of-way, roadway cross-sections, access patterns, and turning movements

- Development of potential safety concepts for crossings, traffic calming, and multimodal improvement

**C. Community Connectivity:** The consultant shall evaluate community-wide pedestrian and bicycle connectivity needs, including:

- Existing sidewalks, pathways, crossings, and multimodal facilities
- Connections between residential areas, commercial districts, schools, community amenities, and parks
- Identification of priority corridors and missing links
- Opportunities to enhance safety and comfort for non-motorized users.

**D. Transportation Inventory, Asset Management, and Project Priority List:** The consultant shall develop:

- A GIS-based inventory of roadways, pedestrian facilities, crossings, signage, lighting, and safety-related assets
- A prioritized list of short-, mid-, and long-term safety improvements
- Cost estimates, phasing recommendations, and implementation strategies aligned with SS4A Action Plan requirements

**E. Demonstration Project:** The consultant shall design, complete NEPA, and assist the Town in delivering a temporary Demonstration Project along Highway 89.

**Key requirements include:**

- Demonstration construction budget shall **not exceed \$40,000**, per the federal SS4A Grant Agreement
- Demonstration NEPA must be completed no later than **March 30, 2026**
- Construction may not begin before **July 1, 2026** and must follow FHWA authorization
- The evaluation period must be completed by **September 31, 2026**

**Scope of work includes:**

- Developing at least one feasible Demonstration Project concept (e.g., curb extensions, crossing enhancements, traffic calming elements, temporary delineators)
- Preparing plans, materials, and specifications suitable for temporary installation
- Complete NEPA in coordination with FHWA
- Coordinating with WYDOT for necessary permits, approvals, and traffic control plans

- Supporting installation, monitoring performance, collecting data, and completing a before-and-after evaluation

Final design, procurement, or construction installation activities **may not occur** until NEPA is approved and FHWA issues written obligation authorization.

**F. Action Plan Development:** The consultant shall prepare a complete SS4A-compliant Transportation Safety Action Plan that includes:

- Summary of safety findings, risks, and contributing factors
- Engineering and non-engineering safety strategies
- Policy, enforcement, and education recommendations
- Project prioritization and implementation pathways
- Full integration of Demonstration Project lessons learned

A draft Action Plan shall be submitted by **March 30, 2027**, and the final Action Plan by **May 30, 2027**, with adoption no later than **July 31, 2027**.

## **V. Stakeholder Involvement and Coordination Requirements**

The success of this project depends on meaningful public engagement, interagency coordination, and transparent communication throughout both the Action Plan and Demonstration Project phases. The consultant shall implement a structured engagement process that ensures community voices, partner agency input, and technical expertise contribute to the development of the Transportation Safety Action Plan and the Highway 89 Demonstration Project.

### **A. Public Engagement**

The consultant shall:

- Develop a Stakeholder and Public Involvement Plan outlining engagement methods, schedule, and materials
- Conduct **at least two public workshops or open houses** during the Action Plan process
- Present safety findings, proposed concepts, and Demonstration Project alternatives in formats accessible to the public
- Provide materials suitable for web, print, and social media publication
- Collect and summarize community feedback for inclusion in the Action Plan

### **B. Agency and Partner Coordination**

The consultant shall coordinate with key partner agencies including, but not limited to:

- Wyoming Department of Transportation (WYDOT)
- Federal Highway Administration (FHWA) as required for NEPA
- Lincoln County
- Emergency services and law enforcement
- Local business owners and property stakeholders
- Schools, recreation providers, and community institutions

WYDOT coordination is required for all demonstration concepts, traffic control plans, and permits affecting the state highway system.

### **C. Town Staff Coordination**

The consultant shall:

- Participate in **biweekly check-in meetings** with Town staff (virtual or in-person)
- Provide progress updates, draft materials, and decision memos as needed
- Attend and present at Town Council and Planning & Zoning meetings at key project milestones or upon request

### **D. Demonstration Project Engagement**

For the Demonstration Project, the consultant shall:

- Engage the community and local businesses to inform design decisions
- Communicate anticipated impacts, installation schedules, and evaluation objectives
- Support Town staff during installation and data collection
- Prepare clear evaluation summaries for public sharing

## **VI. Deliverables**

The consultant shall provide all deliverables necessary to complete the Transportation Safety Action Plan and the Highway 89 Demonstration Project in accordance with the Town's SS4A Grant Agreement, federal requirements, and the milestone deadlines established for both the Action Plan and Demonstration phases.

### **1. Project Management and Communication Plan**

A plan outlining communication protocols, schedule management, meeting frequency, decision-making processes, and coordination with Town staff, WYDOT, and FHWA as applicable.

### **2. Stakeholder and Public Involvement Plan**

A detailed plan describing methods for community engagement, workshop materials, outreach strategies, and documentation of public input.

### **3. Safety Assessment Report**

A comprehensive evaluation of multimodal safety risks, crash history, roadway characteristics, pedestrian and bicycle infrastructure, ADA gaps, and contributing factors.

### **4. Crash Data and Trend Analysis**

A detailed analysis of available crash data, trends over time, and identification of high-injury or high-conflict locations. This deliverable must align with FHWA requirements for SS4A Action Plans.

### **5. Demonstration Project Design Package**

A design package including:

- At least one preferred concept for the Highway 89 Demonstration Project
- Temporary materials recommendations
- Traffic control plans
- Layouts, specifications, and cost estimates suitable for installation
- WYDOT coordination materials and permit submittals

Demonstration Project construction must not exceed the **\$40,000** federal budget allocation.

### **6. NEPA Documentation Support**

All materials required to support NEPA review for both phases, prepared in a manner suitable for FHWA approval. This includes impact analysis, environmental documentation, and responses to FHWA comments. No final design or construction may proceed until NEPA is approved.

### **7. Demonstration Project Installation Support**

Assistance during installation, monitoring, and adjustment of the temporary demonstration treatment along Highway 89. This includes onsite or remote support as determined by the Town.

### **8. Demonstration Evaluation Report**

A before-and-after evaluation summarizing:

- Data collected
- Safety performance observations
- Public feedback

- Findings and recommendations for long-term improvements

The evaluation period must conclude by **September 31, 2026**.

### **9. Draft Transportation Safety Action Plan**

A complete draft Action Plan submitted by **March 30, 2027**, including required SS4A components such as safety strategies, project prioritization, implementation pathways, and funding recommendations.

### **10. Final Transportation Safety Action Plan**

A final Action Plan submitted no later than **May 30, 2027**, revised based on public input, Town feedback, and Council direction.

### **11. Final Plan Adoption Support**

Assistance with materials and presentations needed for final adoption by the Town Council by **July 31, 2027**.

### **12. Final SS4A Report**

A final SS4A closeout report submitted no later than **October 31, 2027**, summarizing all project work, outcomes, and performance measures as required by FHWA.

## **VII. Suggested 12-Month Project Schedule**

The consultant must comply with all milestone dates established in the Town of Alpine's FY23 SS4A Grant Agreement. These federal deadlines are mandatory and apply to both the Action Plan and Demonstration Project phases.

### **A. Required Federal Milestone Schedule**

#### **Action Plan Phase**

- **Planned NEPA Completion:** March 30, 2026
- **Planned Draft Action Plan Completion:** March 30, 2027
- **Planned Final Action Plan Completion:** May 30, 2027
- **Planned Final Plan Adoption:** July 31, 2027
- **Planned SS4A Final Report:** October 31, 2027

#### **Demonstration Project Phase**

- **Planned NEPA Completion:** March 30, 2026
- **Planned Construction Start:** July 1, 2026



- **Planned Evaluation Period End:** September 31, 2026
- **Planned SS4A Final Report:** July 31, 2027

All final design, procurement, and construction for the Demonstration Project are prohibited until NEPA is approved and FHWA issues written obligation authorization.

### **Schedule Flexibility**

The NEPA completion date may shift by up to three months. All other federal milestone dates may shift by up to six months. These adjustments are limited to the flexibility allowed in the SS4A Grant Agreement and cannot exceed those limits. Consultants should propose schedules that meet the current required deadlines while allowing for these limited adjustments.

### **B. Consultant-Developed Workflow and Schedule**

The Town requests that each consultant develop and submit a detailed workflow and project schedule based on the required federal milestone dates listed in Section VII(A). The proposed workflow should:

- Identify major tasks, subtasks, and deliverables
- Include public engagement and stakeholder coordination activities
- Reflect anticipated coordination with the Town, WYDOT, and FHWA
- Clearly demonstrate how the consultant will meet all required federal deadlines

Consultants may present their proposed workflow in narrative form, as a Gantt chart, or in another visual scheduling format. The Town will evaluate proposed schedules based on clarity, feasibility, and alignment with the required milestones.

Consultants must base their proposed workflow on the milestone dates listed in Section VII(A), recognizing that the NEPA completion date may shift by up to three months and all other milestones may shift by up to six months. Consultants should provide a schedule that meets the required dates while allowing for these limited adjustments.

## **VIII. Proposal Requirements**

Each proposal must provide clear, complete information demonstrating the consultant's qualifications, experience, and ability to meet all requirements of the Town's FY23 SS4A Grant Agreement. Proposals lacking required information may be deemed non-responsive.

### **1. Introductory Requirements**

**A. Transmittal Letter:** A signed letter from an authorized representative confirming:

- The firm's commitment to complete the project within the required federal milestone dates
- Availability of key personnel

- Agreement to comply with all federal requirements, including NEPA and FHWA authorization steps

**B. Project Understanding:** A concise narrative describing:

- The consultant's understanding of Alpine's multimodal safety issues
- The complexities of working along U.S. Highway 26/89
- The purpose and importance of the SS4A Action Plan and Demonstration Project
- Awareness of local and regional initiatives (e.g., connectivity, community growth trends)

## 2. General Information

**A. Firm Information:** Provide:

- Firm name
- Business address
- Primary contact name, phone number, and email
- Year established
- Type of ownership (partnership, corporation, LLC, etc.)

**B. Experience:** Include:

- Firm background and relevant experience completing SS4A or comparable safety planning projects
- Past experience completing NEPA for FHWA-funded projects
- Demonstrated ability to work with WYDOT and other state agencies
- Experience implementing temporary demonstration or pilot safety projects
- Experience working in rural communities or small-town contexts

**C. Key Personnel:** For each key team member:

- Role on this project
- Summary of qualifications
- Relevant experience with similar safety, NEPA, design, or demonstration work
- Identification of any subconsultants and their roles

**D. Proof of Insurance:** A statement confirming the firm will provide the following insurance if awarded:

- **General Liability** – \$1,000,000 per occurrence / \$2,000,000 aggregate
- **Workers' Compensation** – Per Wyoming statute
- **Professional Liability / E&O** – Minimum \$500,000
- **Automobile Liability** – Minimum \$500,000

**E. Potential or Perceived Conflicts of Interest:** Any potential conflicts must be disclosed.

## 3. Project Approach, Schedule, and Presentations

**A. Project Approach:** Describe the consultant's proposed methodology for:

- Conducting the multimodal safety analysis
- Completing the Action Plan in accordance with SS4A guidance
- Completing NEPA for FHWA review
- Designing and delivering the Highway 89 Demonstration Project
- Coordinating with WYDOT for permitting and approvals
- Conducting public engagement and incorporating community input

**B. Project Schedule:** Provide a schedule showing:

- How the consultant will meet **all federally required milestone dates:**
  - NEPA Completion (All Phases): **March 30, 2026**
  - Demonstration Construction Start: **July 1, 2026**
  - Evaluation End: **September 31, 2026**
  - Draft Action Plan: **March 30, 2027**
  - Final Action Plan: **May 30, 2027**
  - Plan Adoption: **July 31, 2027**
  - Final SS4A Report: **October 31, 2027**
- Major tasks, progress updates, workshops, meetings, and submissions

**C. Presentation Ability:** Describe the firm's experience and capacity to:

- Present findings to staff, Town Council, Planning & Zoning Commission
- Conduct public workshops and open houses
- Develop clear graphics, visualizations, and technical summaries

**D. Deliverables:** Confirm the consultant will prepare all deliverables required in Section VI, including:

- Safety Assessment
- Crash Analysis
- Demonstration Design + NEPA documentation
- Draft and Final Action Plans
- Demonstration Evaluation
- Final SS4A Report

**4. Resumes:** Provide resumes for all personnel who will work on the project. Resumes must:

- Identify proposed project role
- Summarize relevant SS4A, NEPA, WYDOT coordination, or transportation safety experience

**5. References:** Provide **at least three** references for similar projects completed within the last five years. Each reference shall include:

- Contact name
- Title
- Phone number and email address

- Brief description of work performed
- Consultant's role in project delivery

**6. Project Costs:** Provide:

- Total cost (must not exceed **\$300,000**)
- Clear breakdown by major task
- Identification of labor hours and billing rates
- Confirmation that Demonstration Project construction costs will not exceed **\$40,000**
- Identification of reimbursable expenses
- Any optional tasks or enhancements (separately identified)

The cost proposal must be signed by an authorized representative and remain valid for at least **90 days**.

## **IX. Evaluation Criteria**

Proposals will be evaluated by the Town of Alpine using the criteria below. The Town may conduct interviews if deemed necessary but is not required to do so. The Town reserves the right to reject any or all proposals, to waive informalities, and to select the consultant deemed to be in the best interest of the Town.

Each proposal will be evaluated based on the following weighted criteria:

### **1. Project Understanding & Alignment (20 points)**

Evaluation will consider the consultant's ability to:

- Demonstrate understanding of Alpine's transportation safety issues
- Recognize the unique challenges of Highway 26/89
- Clearly articulate the purpose of both the Action Plan and Demonstration Project
- Align the project with local goals and SS4A program objectives

### **2. Technical Approach & Methodology (25 points)**

Evaluation will consider:

- Clarity, feasibility, and completeness of the proposed approach
- Understanding of NEPA requirements and FHWA coordination
- Methodology for safety analysis, public engagement, and prioritization
- Quality of proposed Demonstration Project concept development
- Ability to meet all federal milestone deadlines

### **3. Experience & Qualifications of the Firm (15 points)**

Evaluation will consider:

- Firm's relevant experience with SS4A, transportation safety planning, or similar projects
- Past performance in rural or small-town settings
- History of preparing NEPA documentation for FHWA-funded projects
- Demonstrated success coordinating with WYDOT or other state DOTs

#### **4. Experience & Qualifications of Key Personnel (15 points)**

Evaluation will consider:

- Qualifications and experience of proposed team members
- Expertise in safety analysis, multimodal planning, NEPA, design, and demonstration projects
- Availability of key personnel and continuity of project team

#### **5. Public Engagement & Stakeholder Coordination Strategy (10 points)**

Evaluation will consider:

- Quality and inclusiveness of the proposed public involvement approach
- Strategy for engaging residents, businesses, and community partners
- Ability to effectively present information to decision-makers and the public
- Experience coordinating with WYDOT, Lincoln County, emergency services, and FHWA

#### **6. Project Schedule & Ability to Meet Federal Milestones (10 points)**

Evaluation will consider:

- Realism and completeness of the schedule
- Demonstrated understanding of mandatory federal milestones
- Ability to efficiently manage project workflow and meet deadlines

#### **7. Cost Proposal (5 points)**

Evaluation will consider:

- Clarity and completeness of the cost breakdown
- Alignment with the total project budget of **\$300,000**
- Feasibility of meeting project objectives within the required cost limits
- Confirmation that Demonstration Project construction will not exceed **\$40,000**

#### **Total Possible Points: 100**

The consultant with the highest overall score may be invited to negotiate a contract with the Town of Alpine. If negotiations are unsuccessful, the Town reserves the right to enter negotiations with the next highest-ranked proposer.

## **X. General Conditions**

### **1. Right to Reject Proposals**

The Town of Alpine reserves the right to reject any or all proposals, to waive informalities, and to accept the proposal deemed to be in the best interest of the Town. Submission of a proposal does not guarantee award of a contract.

### **2. Proposal Validity**

All proposals shall remain firm and valid for **90 days** from the submission deadline. Prices, staff availability, and proposed schedules must hold for this period.

### **3. Contract Terms**

The selected consultant will be required to enter into a professional services agreement with the Town of Alpine. The Town reserves the right to negotiate the final scope of work, fee structure, schedule, and contract terms.

### **4. Compliance with Laws, Regulations, and Federal Requirements**

The consultant must comply with:

- All applicable federal, state, and local laws
- WYDOT requirements for work within state highway rights-of-way
- FHWA requirements, including NEPA and obligation authorization
- All provisions of the Town's FY23 SS4A Grant Agreement
- Federal reporting and documentation requirements

Failure to comply may result in contract termination.

### **5. Insurance Requirements**

The selected consultant must provide proof of the following insurance prior to contract execution:

- **General Liability:** \$1,000,000 per occurrence / \$2,000,000 aggregate
- **Workers' Compensation:** Per Wyoming statute
- **Professional Liability (E&O):** Minimum \$500,000
- **Automobile Liability:** Minimum \$500,000 per occurrence

Insurance must remain in effect for the duration of the contract. Subconsultants must be similarly insured.

### **6. Ownership of Work Products**

All work products—including reports, plans, data, graphics, GIS files, and deliverables produced under this contract—shall become the property of the Town of Alpine. The Town may use such materials without restriction.

## **7. Confidentiality**

The consultant shall maintain strict confidentiality regarding all project information unless otherwise directed or required by law.

## **8. Conflict of Interest**

Proposers shall disclose any potential or perceived conflicts of interest. The Town reserves the right to determine whether such conflicts disqualify the proposer.

## **9. No Reimbursement for Proposal Costs**

The Town is not responsible for any costs incurred in preparing, submitting, or presenting a proposal or for participating in subsequent interviews or negotiations.

## **10. Addenda and Clarifications**

The Town may issue written addenda to clarify, revise, or amend this RFP. Addenda will be distributed electronically, and it is the proposer's responsibility to ensure receipt of all addenda prior to submission.

## **11. Subconsultant Identification**

All subconsultants expected to participate in this project must be identified in the proposal. The Town must approve any changes to the project team after contract award.

## **12. Federal Funding Requirements**

Because this project is funded through the Safe Streets for All (SS4A) program, federal requirements apply, including:

- NEPA compliance
- FHWA authorization before final design or construction
- Documentation necessary for federal reporting
- Compliance with nondiscrimination and civil rights regulations

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 bidders 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 bids 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.

## **13. Termination**

The Town may terminate the contract for convenience or cause. In the event of termination, compensation will be limited to work satisfactorily completed to date, as determined by the Town.