CHEYENNE REGIONAL

REQUEST FOR BIDS

Laramie County Safe Routes to School Coordination

Education, Encouragement, Engagement, Evaluation, and Committee Support

Issuing organization	Memorial Hospital of Laramie County d/b/a Cheyenne Regional Medical Center (CRMC)
Funding source	Wyoming Department of Transportation Highway Safety Behavioral Grants Program
Anticipated contract period	Contract execution through September 30, 2027
Maximum available budget	$20,800 available to support facilitation and planning
Bid due	November 6, 2026, by 5:00 p.m. Mountain Time
Contact	Amy Spieker | 307-773-8188 | amy.spieker@crmcwy.org

Cheyenne Regional Medical Center (CRMC) intends to select a qualified contractor to coordinate and advance Safe Routes to School work in Laramie County in close collaboration with Laramie County School District #1 (LCSD1), the City of Cheyenne, the Cheyenne Metropolitan Planning Organization, law enforcement, schools, families, and other community partners.

1. Background and Purpose

CRMC receives support through the Wyoming Department of Transportation (WYDOT) Highway Safety Behavioral Grants Program for Child Passenger Safety and Safe Routes to School activities. The Safe Routes to School portion of the project is intended to improve the safety and accessibility of active transportation to school, with particular emphasis on education and encouragement while coordinating with partners responsible for engineering, enforcement, planning, and school operations.

CRMC is seeking a contractor to provide approximately 0.25 full-time equivalent (FTE)-equivalent coordination capacity for the Laramie County Safe Routes to School initiative. The contractor will help move partner priorities into organized, visible, and measurable action without displacing the decision-making authority or technical responsibilities of participating agencies.

2. Guiding Framework

Work will be organized around the Safe Routes to School "Six E's" with particular emphasis on Education, Encouragement, and Engagement:

- **Education**: Build knowledge and skills among students, caregivers, school staff, and community members.
- **Encouragement**: Create activities and communications that make walking and bicycling inviting and visible.
- Engineering: Coordinate education and engagement around partner-led infrastructure and traffic safety changes; the contractor will not provide engineering design unless separately qualified and authorized.
- Evaluation: Track activities, participation, outputs, and lessons learned.
- **Engagement**: Involve schools, students, families, and community partners in planning and implementation.
- Equity: Prioritize schools and populations with greater barriers to safe active transportation and support equitable access to safety resources.

3. Scope of Work

A. Program Coordination and Work Planning

- Develop a project work plan and timeline for CRMC approval within 30 calendar days of contract execution.
- Coordinate regularly with CRMC's Community Health and Injury Prevention staff.
- Maintain a shared action tracker showing tasks, responsible parties, target dates, status, and decisions needed.
- Coordinate activities with the Cheyenne Traffic Safety Committee.

B. Traffic Safety Committee Support

- Attend scheduled City of Cheyenne Traffic Safety Committee meetings during the contract period.
- Provide administrative support requested by the committee, including preparing draft agendas with committee leadership, distributing meeting materials, documenting decisions and action items, and maintaining accessible meeting minutes.

C. Education and Encouragement

- Coordinate at least four community-based pedestrian or bicycle safety events, such as bike rodeos, in partnership with the CRMC Injury Prevention Coordinator and community partners. The contractor is expected to help organize and coordinate these events and is not necessarily expected to provide the safety education directly.
  - Partner with the Traffic Safety Committee to provide education for students, families, staff, and the community related to school-area safety and engineering changes.
- Support pedestrian and bicycle safety education.

D. Community Engagement and Safety Input

- Engage school staff, students, caregivers, and community members in identifying concerns and opportunities.
- Support partner efforts to identify potential near-term or "quick fix" safety needs, while clearly distinguishing community observations from professional engineering recommendations.

E. Communications and Response Planning

- Develop a framework for community education and involvement related to school-area engineering or traffic-control changes.
- Develop a public communication response plan for child pedestrian and bicycle incidents in the community, subject to review and approval by CRMC and participating public agencies.
- Prepare clear, audience-appropriate outreach content and coordinate review before public release.

F. Evaluation and Reporting

- Submit concise monthly reports documenting meetings, event dates, attendance, activities completed, barriers, upcoming work, and Safe Routes to School outcomes.
- Track committee meeting attendance, education and encouragement activities, event participation, use of the community education framework, completion of the incident-response communication plan, and data-gathering projects supported.
- Provide all project files, approved outreach materials, meeting records, trackers, data, and a final summary report to CRMC at project close.

4. Required Deliverables

# / Deliverable	Description	Due
1	Approved project work plan and timeline	Within 30 days of contract execution
2	Traffic Safety Committee agendas, minutes, action items, and maintained records	For each supported meeting
3	Shared project action tracker	Updated at least monthly
4	Coordination of at least four community pedestrian/bicycle safety events in partnership with the CRMC Injury Prevention Coordinator and community partners	By September 30, 2027
5	Community education and involvement framework for school-area engineering changes	Draft and final dates proposed by bidder
6	Public communication response plan for child pedestrian/bicycle incidents	Draft and final dates proposed by bidder
7	Monthly progress and budget reports	Monthly
8	Final report and complete transfer of project records/data to CRMC	By September 30, 2027

5. Contractor Qualifications

- Demonstrated experience coordinating multi-organization community initiatives, preferably involving schools, transportation safety, public health, active transportation, youth engagement, or local government.
- Ability to facilitate meetings, document decisions, manage action items, and sustain follow-through across organizations.
- Experience developing and delivering community education, engagement activities, or safety-related communications.

- Ability to work effectively with public agencies, school personnel, families, and community-based organizations.
- Strong written communication, organization, project management, and basic data-tracking skills.
- Capacity to complete required work within the contract period and comply with applicable CRMC and grant requirements.

6. Bid Submission Requirements

Each of the following components must be included for the bid to be considered responsive. The complete response should not exceed eight pages, excluding resumes, references, and required certifications.

A. Project Plan (maximum 4 pages)

- Describe the bidder's understanding of the project and proposed approach to each scope area.
- Provide a work plan showing project initiation, planning, execution, monitoring, reporting, and closeout.
- Include a timeline with proposed dates for major deliverables.
- Describe how the bidder will coordinate with CRMC, LCSD1, the City of Cheyenne, the Traffic Safety Committee, and other partners.
- Identify assumptions, dependencies, and any requested CRMC or partner support.

B. Organization and Project Staff (maximum 2 pages)

- Describe relevant organizational and staff expertise and similar past projects.
- List proposed staff by name, title, role, and expected level of effort.
- Identify the primary point of contact and any proposed subcontractors.
- Provide two references for similar work.

C. Budget (maximum 2 pages)

- Provide a detailed, itemized budget and brief budget narrative.
- The total bid must not exceed $20,800. This amount is available to support facilitation and planning for the scope of work.
- In addition to the contractor facilitation and planning amount, the grant budget includes additional project funds that will be coordinated with the CRMC Injury Prevention team for expenditure in alignment with the approved project plan:
- $4,000 for out-of-state travel
- $1,000 for media
- $10,000 for other direct costs

7. Evaluation and Selection

Responsive bids will be evaluated using the following criteria. CRMC may request clarification, conduct interviews, check references, or negotiate the final scope and budget before award.

Criterion	Points	What reviewers will consider
Project plan and understanding of scope	**50**	Completeness, practicality, partner coordination, timeline, deliverables, and approach to education, engagement, evaluation, and committee support.
Organization and project staff	**30**	Relevant expertise, facilitation and project-management capacity, similar experience, staffing, and references.

Budget and cost effectiveness	**20**	Clarity, allowability, reasonableness, alignment with level of effort, and value within the available budget.
Total	**100**	

8. Submission Instructions and Procurement Schedule

Request for bids issued	October 26, 2026
Deadline for written questions	October 30, 2026, 5:00 p.m. MT
CRMC responses to questions	November 3, 2026
Bid due	November 6, 2026, 5:00 p.m. MT
Anticipated notice of selection	November 13, 2026
Anticipated contract start	Following completion of contracting and required approvals

Submit one electronic PDF copy of the complete bid with the subject line "Laramie County Safe Routes to School Bid" to:

Amy Spieker
Director, Community Health and Analysis
amy.spieker@crmcwy.org | 307-773-8188

9. General Conditions

- This request for bids does not commit CRMC to make an award or pay costs incurred in preparing a response.
- CRMC may reject any or all bids, waive minor irregularities, request additional information, modify the schedule, or negotiate scope and price when in CRMC's best interest.
- Award is contingent on funding availability, successful contract negotiation, required approvals, and compliance with applicable grant and procurement requirements.
- The selected contractor must maintain records sufficient to document work performed and costs charged and must provide access to project records as required by CRMC or the funding agency.
- All data, meeting records, approved materials, reports, and other work products created specifically for this project will be provided to and owned by CRMC, subject to the final contract.
- Public communications and materials representing the project must receive appropriate review and approval before release.
- Any subcontractors must be disclosed in the bid and approved in writing before performing project work.
- The selected contractor must protect confidential or sensitive information and comply with applicable nondiscrimination, accessibility, records-retention, and federal funding requirements included in the final contract.

Appendix A. Bid Checklist

☐ Project plan and timeline (maximum 4 pages)

☐ Organization and project staff narrative (maximum 2 pages)

☐ Detailed budget and budget narrative (maximum 2 pages)

☐ Staff resumes

☐ Disclosure of subcontractors, if any

☐ Authorized signature and contact information

Authorized signature: _____ **Date:** _____

Organization: _____