

# REQUEST FOR PROPOSALS

## STRUCTURE ELE REPLACEMENT ON PARADISE VALLEY ROAD

### **Introduction**

The Board of Fremont County Commissioners is requesting proposals from qualified engineering firms for a project located at the Paradise Valley Road crossing with the Pilot Canal. Services shall include hydraulic analysis of the channel, a geotechnical investigation and report, environmental documentation and permitting, assembly of preliminary and final designs, assembly of bid documents and project cost estimates, establishing rights-of-way and easements, and coordinating with the State of Wyoming and Fremont County for the installation of a double barrel concrete box culvert.

### **Funding and Schedule**

The project will be funded by Fremont County using One Percent Optional Sales Tax funds and does not include any federal or state funds. The county will give a 15% preference to in-county engineering firms.

Bidding documents should be completed and the project should be ready so that bids can be opened by early January 2021. Construction to begin during Spring 2021 and be completed before irrigation season begins near the end of March or beginning of April of 2021.

### **Selection Criteria and Selection Process**

The County's selection committee will review and rank the proposals of in-county firms based on the selection criteria, and make a recommendation to the Board of Fremont County Commissioners. In the event of a tie, the committee may interview the three top-ranked firms and then make a selection for recommendation.

Selection Criteria will include:

1. Project understanding,
2. Experience with similar projects,
3. Project Approach
4. Ability to meet schedules and project goals,
5. Current and future workload of staff assigned to the project,
6. Qualifications of the firm and its staff assigned to the project,
7. Previous Performance on Fremont County Projects, and
8. Other factors the County deems appropriate.

Upon review of proposals, the committee will rank the firms to be interviewed (in the event of a tie) and recommend the most qualified engineering firm to the Fremont County Commission. In addition to the proposal and qualifications, submittals should include a scope of services for the preliminary engineering phase and also include a fee estimate. The fee estimate shall be in a separate enclosed envelope labeled "ENGINEER'S FEE ESTIMATE" and include the proposer's name and contact information.

Only the fee estimate of the highest ranked and most qualified engineering firm will be opened and reviewed. Fremont County will proceed with negotiations regarding the final scope of services and fee estimate with the most qualified engineering firm upon concurrence from the Fremont County Commission. If the selected engineering firm and Fremont County cannot reach a satisfactory agreement, Fremont County will cease negotiations and notify that firm. That engineering firm's proposal, scope of services, and fee estimate will be completely eliminated from any further consideration. Fremont County will then open the fee estimate of the next highest ranked firm and initiate negotiations. Fremont County reserves the right to reject or accept any or all proposals/bids or waive any formality or technicality in its interest.

Qualified in-county firms shall provide data supporting county residency and identify and provide the Wyoming engineering license number of the individual(s) in Responsible Charge of Engineering and/or Land Surveying Services for this project.

### **Submitting Instructions**

Interested firms shall submit three (3) hard copies and one (1) electronic copy of their proposal to the Fremont County Transportation Department Office by 4:00 pm on Thursday, December 3, 2020. Submittals are to be limited to 35 one-sided pages. Late submittals will not be considered and will be returned to engineering firm(s). Proposal must include a project understanding, project approach, and scope of work. Supporting documentation such as resumes, qualifications, and schedule should be limited to 10 pages. Front and back covers, a cover letter (two-page maximum), table of contents, and separate fee estimate do not count towards the 35-page total page count. For further information, please contact:

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Transportation Superintendent  
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Lander, WY 82520  
(307) 332-1040  
billy.meeks@fremontcountywy.gov

### **Project Tour**

A project tour has been scheduled for Monday, November 23<sup>rd</sup>. Interested firms may meet at the project location, at the bridge on Paradise Valley Road at 9:00 am. Attendance at the project tour is recommended but not mandatory.

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