

RFQ for Town of Wright Engineering Services

REQUEST FOR QUALIFICATIONS

TOWN OF WRIGHT

WRIGHT, WYOMING

The Town of Wright is soliciting qualifications and experience information for the selection of a Principal Consultant to provide Engineering Services for the Town of Wright.

The Town of Wright reserves the right to award all or a portion of the project list to one or more responding proposer (s) to waive irregularities and technicalities, to re-advertise, or to proceed to provide the services otherwise, in the best interest of the Town of Wright. The Town of Wright reserves the right to extend the proposal a submittal date if needed. It is the responsibility of the proposer to be properly recorded as a proposer of record with the Town Administration for purposes of receiving clarifications, addenda, or other pertinent information. All changes and/or clarifications will be distributed to all proposers of record in the form of addenda. A list of proposers and others who have been issued Request for Qualification documents will be made available upon request.

POTENTIAL TOWN PROJECTS

The Town of Wright is soliciting Statement of Qualifications and experience information for Municipal projects at the Town of Wright, Wyoming. The projects may include, but are not limited to the following:

1. Solid Waste
2. Surveying
3. Platting
4. Planning
5. Mapping
6. Grading
7. Paving
8. Master Planning
9. Grant Applications and Administration Assistance (State and Federal)
10. Storm Damage

PROPOSAL SUBMISSION:

Proposers should submit five (5) total copies of their Statement of Qualifications. Proposals should include:

1. Professional qualifications, to be compared and analyzed for ability to perform satisfactory services is required. These qualifications should include:
 1. General description of firm including company organization structure, company size and history. Recent experience with comparable Town or other public projects, experience with local construction conditions, experience with Town projects and regulations.
 2. Identification of key personnel in firm who will work with the design, field engineering, and other project roles for the project.
 3. Evidence of general liability and professional liability insurance.
 4. Standard Hourly Rate Sheet

Pursuant to state and federal regulations, a qualifications-based selection process will be used to select a consultant as the Town Engineer, the following information and criteria will be used to evaluate and rank responses:

Work-Related Experience-35%

Provide a list and description of similar projects you have provided services for in the past five (5) years.

Include examples of projects with the following disciplines: road design, construction administration, pathway design, drainage design, site grading, other municipal related projects.

Previous Municipal Experience-25%

Describe your firm's previous experience, if any, with municipal clients similar to the Town of Wright

Personnel Qualifications-20%

Describe your team and the roles of key personnel. List qualifications and experience of key staff assigned to the work, and their ability to perform the required services.

Ability to Meet Schedule-10%

Describe how your firm would manage resources to meet specific project schedules.

County, State and Federal Agency Experience-10%

Describe your firm's experience with working with Campbell County, Wyoming Agencies (WYDOT, SLIB, WBC, etc.) on local issues, partnering on projects and in securing funding for projects.

All proposals must be received at the Town of Wright 395 Lariat Way, Wright, Wyoming 82732, telephone (307-464-1666) by **4:30 p.m. on Wednesday, June 8, 2022**

Submittal must include the name, address, daytime telephone, and facsimile numbers of contact individuals.

Interviews will be held with the finalist. Top firms will be notified of date and specific time, if selected for an interview with the Selection Committee.

The Town of Wright will review and evaluate each proposal to determine whether each Firm's qualifications are in accordance with the needs of the Town and the proposed projects outlines herein. The Town of Wright will deem proposals not including qualifications submitted in accordance with these documents to be non-responsive and may reject all non-responsive proposals.

For more information contact Town of Wright at (307) 464-1666 or email barbara@wrightwyoming.com