

WASHAKIE AVENUE RECONSTRUCTION
8TH STREET TO 15TH STREET

REQUEST FOR PROPOSALS (RFP)

The City of Worland is soliciting engineering consultants with experience in Urban Streets Design services, who may be interested in submitting a Proposal for the above project. A detailed Scope of Work is attached at the end of this document.

Selection Process

Pursuant to state and federal regulations, a qualifications-based selection process will be used to select one (1) engineering firm for this project. The following information and criteria will be used to evaluate and rank responses:

Work-Related Experience – 20%:

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

Innovative Solutions – 5%:

Provide examples of innovative solutions you have used on previous projects and specialty equipment needed/used.

Previous Applicable Experience – 25%

Describe your firm's previous applicable experience, if any.

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 – 20%:

Describe how your firm would manage resources (including travel needs) to meet specific project schedules.

Local Presence– 10%:

Describe your firm's ability to respond to project needs and anticipated response times.

The consultant selection will be based on information provided in the Proposal submittal. Information may also come from the firm's general Statement of Interest on file with the Wyoming Department of Transportation (WYDOT). No interviews are anticipated at this time, but may be requested as needed.

This will be a cost-not-to-exceed agreement. Since this is a qualification-based selection process, a fee schedule should **NOT** be included at this time.

Project Schedule

RFP questions shall be submitted no later than **Friday, February 2, 2024** to: t.glanz@cityofworlandwy.gov.

Questions and answers will be distributed to all parties no later than **Friday, February 9, 2024**.

The final selection is tentatively planned to be performed on **Monday, February 26, 2024**.

The target Notice to Proceed date is by **Monday, March 25, 2024**.

This agreement will cover the design engineering of Washakie Avenue as described in the Scope of Work.

Submittals

Consultants are invited to submit a Proposal at their own cost. The City of Worland assumes no obligation of any kind for expenses incurred by any respondent to this solicitation. Proposals should be submitted as follows:

1. List all subconsultants, if needed.
2. List professional licenses.
3. Ten (10) page maximum Proposal response to the RFP. Cover letters will be considered part of the Proposal maximum page limit.
4. One (1) page limit per resume **in addition to the Proposal page limit**. Five (5) resumes maximum that must include Project Managers/Team Leaders.
5. Provide an **electronic copy only** of the Proposal.
6. Proposals must be received **no later than 4:30 p.m. Mountain Standard Time on Friday, February 16, 2024** to t.glanz@cityofworlandwy.gov.

Restrictions on the use of data or information within a proposal must be clearly stated in the proposal itself. Pursuant to Wyoming Statute 16-4-201 through 16-4-205, proposals are privileged, confidential information only if they contain trade secrets and other valuable information not generally available to competitors. The City of Worland will not release any stated restricted information regarding submitted proposals. All other information will be considered public information and released upon request by other entities.

The City of Worland will acknowledge receipt of Proposals, but the burden of submittal and confirmation of receipt prior to the submittal deadline is the sole responsibility of respondents.

NOTE: Contact by the consultant or their proposed subconsultants with any City or County personnel regarding this RFP during the selection process will be cause for disqualification.

Professional Registration Requirement

Consultants submitting a Proposal must comply with Wyoming Statute § 33-29, Surveyors and Engineers, in order to be considered for professional engineering or professional land surveying services in Wyoming; and Wyoming Statute § 33-41, Geologists, in order to be considered for professional geologist services in Wyoming.

Scope of Work

Engineer shall prepare engineering design plans, specifications, bid documents & estimates for the reconstruction of this portion of the Washakie Avenue Reconstruction Project. This is a City of Worland/Washakie County Urban System project and the design shall meet all WYDOT and National Environmental Policy Act (NEPA) requirements for Urban System projects in order to be eligible for federal funding. This phase begins at South 8th Street and ends at South 15th Street, a distance of approximately 0.5 mile. This project shall meet all applicable WYDOT design standards and requirements for Urban System projects.

Washakie Avenue is immediately north of the Sage Creek ditch, which was constructed prior to 1920 as an extension of Sage Creek and a wasteway for the Lower Hanover Canal. The ditch carries water year-round. This section of Washakie Avenue between 8th Street and 15th Street will require removing the trees and bushes in the ditch, reshaping the cross-section, and possibly shifting portions of the ditch in order to accommodate the new street section. An additional 40 feet of right of way exists south of Washakie Avenue for operation and maintenance of the ditch.

The 8th Street bridge over the Lower Hanover Canal, just east of S. 8th Street, is planned to be replaced by WYDOT. WYDOT also plans to extend Washakie Avenue to the west across Wyoming Sugar Company land to connect to a future Big Horn River bridge and U.S. Highway 20. Engineer shall coordinate closely with WYDOT for these projects (currently in the WYDOT STIP for FY2027, but the time frame is subject to change). There are also architectural plans for upgrading the entrance to Newell Sargent Park at South 8th Street (a Sargent Foundation project).

The following documents are related to this project and will be made available for review:

1. WYDOT Reconnaissance Inspection Report, 2022, Project No. 1849601, by Dowl, Sheridan, WY (PDF available);
2. WYDOT Worland Streets, Washakie Avenue, Wilson Drive & 23rd Street, 1990, Project No. M-4765(3), Donnell & Allred, Inc.;
3. Sage Creek Flood Map LOMR Request, March, 2012 – Donnell & Allred, Inc.;
4. The Worland Area Trails Master Plan, Washakie County, Wyoming, 2003, Nelson Engineering;
5. Newell Sargent Park Entrance Plans (not yet finalized).