The City of Lander, Wyoming, is soliciting statements of qualifications and experience for the purpose of selecting Principal Consultants to provide Consultant Services for 2024-2026 capital improvement projects. The goal is to sign multiyear contracts for services whereby individual projects will be scoped and approved by Public Works whereby Task Orders can be negotiated for the completion of the work.

# POTENTIAL PROJECTS

The City of Lander is soliciting statements of qualifications and experience from consultants and engineers for various projects located throughout the City of Lander, Wyoming. The various projects include:

1. Water and Sewer Utility Projects
   1. Water and sewer Line annual repairs and scheduled capital improvement projects for transmission lines and appurtenances. Mainly small to medium sized project repairs but some full replacement designs as identified by Public Works. May contain some emergency situation work. Eight projects are already being designed and will be funded over the next 6 years. There is an immediate need for construction inspection and construction management.
   2. Wastewater treatment plant design and construction management for infrastructure upgrades to meet DEQ requirements. Needs include a headworks trash structure and may also include projects to address undersized pipe works, and river discharge infrastructure.

All Engineering proposals must have staff licensed in the State of Wyoming. All Contractors must be licensed in accordance with the City of Lander Codes.

1. Concrete Labor
   1. Installation of piece work including but not limited to sidewalks, valley pans, curb and gutter. All proposals submitted by these trades must be licensed with the City in accordance with the City of Lander Codes.
2. Street Improvement Projects
   1. Annual repairs and scheduled Capital Improvement projects will continue as identified by Public Works and as funding allows. Eight projects are already being designed and will be funded over the next 6 years. There is an immediate need for construction inspection and construction management.
   2. Safe Routes to School transportation projects. Multiple projects as identified in the 2020 Walkable, Bikeable, Safe Routes to School Plan. May include design, ADA assessments, ADA compliance plan, construction management and inspection as funding allows.

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1. Building Maintenance Projects
   1. General construction and repair projects including but not limited to carpentry, electrical, HVAC/mechanical, and plumbing. All proposals submitted by these trades must be licensed in accordance with the City of Lander Codes.
2. Engineering Projects
   1. Design and construction management projects including but not limited to streets, pathways, ADA projects, surveying, soils and lab testing, streambank stabilization, and flood protection projects.
   2. NEPA Compliance to include Phase 1 assessments and all compliance documents needed for grant applications, land purchases, and NEPA compliance combined with active construction design.
   3. Improvements to Parks and Recreation grounds and Lander Area Pathway System. Design and construction for Popo Agie River Park development, upgrades and changes at existing parks, and pathway improvements as defined in the upcoming 2024 Master Plan.

All Engineering proposals must have staff licensed in the State of Wyoming.

**EVALUATION AND SELECTION CRITERIA**

**PROPOSAL SUBMISSION**

Proposers should submit one (1) paper copy marked “Original”, three (3) additional paper copies and one (1) PDF electronic version of their Statement of Qualifications for each project they are interested in. Proposers should also submit the attached:

1. Complete and submit the attached Consultant Qualifications Form.
2. Professional qualifications, to be compared and analyzed for ability to perform satisfactory services as required. These qualifications should include:
   1. General description of firm including company organization structure, company size and history, recent experience with similar public projects, and experience with local construction conditions.
   2. Identification of key personnel within the firm who will work with the design, field engineering, and other project roles. Along with a copy of their updated resumes.
   3. Evidence of establishment and implementation of an Affirmative Action Program.
   4. Evidence of general liability and professional liability insurance.
   5. Three references from projects with comparable scopes within the last five years.

All proposals must be received at Lander City Hall, Attn: RaJean Strube Fossen, 240 Lincoln Street, Lander, Wyoming 82520, with an electronic file to [rsfossen@landerwyoming.org](mailto:rsfossen@landerwyoming.org), by February 16, 2024, by 5:00 p.m.

The City of Lander will review and evaluate each proposal to determine whether each proposer’s qualifications are in accordance with the needs of the City of Lander and the proposed projects as outlined. The City of Lander will deem proposals not including qualifications submitted in accordance with these documents to be non-responsive, and may reject all non-responsive proposals.

Selection of the proposers will be based upon the following criteria:

A. Qualifications of Proposer, including experience and background of firm and key management individuals, and responsiveness to this proposal;

B. Successful experience and demonstrated capability of firm and key management individuals to perform and/or administer A/E and incidental services functions;

C. Demonstrated capability to meet schedules and deadlines without delays, manage budgets and contractor claims;

D. Familiarity with local construction conditions, and proposed projects.

E. Rate Schedule

Upon the request of and at the discretion of The City of Lander, Proposers may be required to supply additional information, or to make assigned personnel available for interviews, or to make additional or supplemental submissions under secondary selection criteria, if deemed necessary.

**Consultant Qualifications Form (Fill in 2 pages)**

1. Consultant Firm Name and location of the office/offices that will be responsible for providing services:

2. Year your firm was established to do business in the State of Wyoming:

3. Year your firm began doing engineering work in the State of Wyoming:

4. Number of people in your organization at the location/locations from #1 above:

5. What services does your firm provide? Please complete the following matrix, please include any not listed.

**Design Services General Categories**

|  |  |  |  |
| --- | --- | --- | --- |
| a.) | Drafting (CAD) | [ | ] |
| b.) | GIS | [ | ] |
| c.) | Roadway Design | [ | ] |
| d.) | Landscape Architecture | [ | ] |
| e.) | Traffic Signal Design | [ | ] |
| f.) | Traffic Engineering | [ | ] |
| g.) | Transportation Engineering/Planning | [ | ] |
| h.) | Soils Exploration and Testing | [ | ] |
| i.) | Construction Inspection | [ | ] |
| j.) | Construction Management | [ | ] |
| k.) | Materials Testing and Lab | [ | ] |
| l.) | Engineering Studies | [ | ] |
| m.) | Drainage Design and Studies | [ | ] |
| n.) | Surveying | [ | ] |
| o.) | Environmental Engineering | [ | ] |
| p.) | Building Architecture | [ | ] |
| q.) | Utility Design | [ | ] |
| r.) | Site Utility Investigation | [ | ] |
| s.) | Building and concrete Contractor | [ | ] |
| t.) | HVAC Contractor | [ | ] |
| u.) | Electrical Contractor | [ | ] |
| v.) | Plumbing Contractor | [ | ] |
| w.) | Utility and excavation Contractor | [ | ] |
| x.) | Other (please list) | [ | ] |

1. Please list (and rank) the TOP THREE project types that your firm would be interested in providing a proposal for.

1.

2.

3.

1. Please attach a list of your firm’s current fee schedule or pricing, including the following (if applicable):
   1. Drafting (CAD)
   2. Surveying and GIS
   3. Soils Exploration and Testing
   4. Construction Inspection
   5. Materials Testing and Lab
   6. Site Utility Investigation

Printed Name and Title:

Authorized Signature:

Date:

**Thank you for your interest!**