



**REQUEST FOR
PROPOSALS FOR
ENGINEERING AND SURVEYING SERVICES
ROUNDTOP ROAD IMPROVEMENTS**

**Submittals Due
September 4, 2025**

LARAMIE COUNTY BOARD OF COMMISSIONERS
REQUEST FOR PROPOSALS
FOR
ENGINEERING AND SURVEYING SERVICES
ROUNDTOP ROAD IMPROVEMENTS

Advertisement:

Laramie County seeks to contract an engineering firm for consulting services for the design (to include paving and a mill and overlay) of Roundtop Road. The work will include designs for the paving of the roadway from the railroad tracks north to Horse Creek Road. The design includes paving the existing gravel roadway and milling and overlay of the existing paved section.

Please submit your firm's qualification statement and cost proposal outlining the services requested by the County. More information on the proposal requirements and qualifications are listed later in this document. The County will make a selection based on the proposals received proving the ability of the agency to meet the needs of the County.

Proposals shall be received on **September 4, 2025 by 2:00 PM.**



Scope of Work (including but not limited to):

The project will be designed and constructed as one project. However, for budgeting purposes and the use of different funding sources, it will be broken down into three (3) separate segments. The Consultant shall provide a breakdown of their fees for each segment. In addition, Consultant shall provide a breakdown in quantities and construction costs for when the project is bid so that construction costs are also broken down into the three different segments.

The first segment will consist of the milling and overlay of the existing pavement section that



exists and will start at the railroad right-of-way (at the intersection with Polo Ranch Road) north to where the existing pavement ends just north of Hildreth Road.

The second segment will be from where the existing pavement ends to the southern side of the intersection of Roundtop Road and Sunset Mountain Road. This segment will include full pavement.



The third segment will be from the southern side of the intersection of Roundtop Road and Sunset Mountain Road to Horse Creek Road. This segment will also include full pavement.



Laramie County is seeking a consultant who can accomplish the following under the direction and supervision of the Laramie County Director of Public Works or designee:

Surveying

- 1) Consultant shall provide field surveying as necessary to design the improvements to the roadway. Surveying shall only consist of what is necessary for the design, no more and no less.
- 2) Consultant shall determine if there are any utilities that may conflict with the proposed work, obtain necessary information on the location and depth of utility (if buried) to determine a solution for any conflicts with the proposed work.
- 3) A boundary/ROW survey is not necessarily required, but Consultant shall obtain any necessary existing information as to the location of the existing right-of-way for any area where the work may get close to or extend passed the ROW.
- 4) Consultant shall establish and provide adequate on-site control points throughout the length of the project to be utilized for the design as well as be used by the Contractor during construction.

Preliminary Designs

The Consultant shall perform all necessary work to prepare preliminary designs. This shall include a topographic survey for the extents of the project as needed to complete the project design. Establish project control points as needed.

- 1) Consultant shall perform geotechnical investigations to determine the proper paved section required for each segment.
- 2) Consultant shall evaluate existing culverts to determine if they meet current requirements for culverts and floodplain requirements. There is one floodplain crossing that is located within Segment 3.
- 3) Consultant shall design the roadway section based on the Laramie County Land Use Regulations (LCLUR) adopted on August 6, 2025.
- 4) Consultant shall submit a set of preliminary designs to the County for review and approval with a cost estimate breakdown for each segment.
- 5) After County has approved the preliminary designs, the Consultant shall begin the process of obtaining any required easements necessary for the project. Construction easements may need to be obtained once the final designs are complete if not known at the preliminary design stage. It is the intent to try to limit the design work to remain within the existing right-of-way (ROW), however, if there is an area or areas that require work to be performed

outside of the existing ROW, the Consultant shall indicate the impacted areas and determine the size of easements that are required.

Designs

- 1) The Consultant shall prepare detailed design documents and bidding package for the roadway in accordance with the LCLUR (adopted August 6, 2025) and any updated modifications approved by the County during the preliminary design phase.
- 2) The Consultant shall complete the engineering design and preliminary project manual, including specification at the 65% and 95% levels for County review. Cost estimates shall be provided with each submittal.
- 3) Consultant shall prepare a drainage study/report documenting the existing hydraulic and drainage impacts of the project as well as any required modifications to the existing culverts to comply with current regulations.
- 4) Investigate and coordinate design with all known utilities within the project area. Provide surface utility locates and non-destructive subsurface utility excavation locates of any potential utility conflicts.
- 5) After receipt of the final review comments from the County, the Consultant shall prepare final construction documents for the project, incorporating all changes. The Consultant shall prepare complete bid documents, including plans, specifications, drainage analysis, and cost estimates.
- 6) With each submittal, the Consultant shall provide a summary of the estimated cost, construction quantities, and items of work broken out for each segment. The bid tabulation shall be laid out using standard numbering for work items and basic pay units.
- 7) All plans and drawings must be done using AutoCAD 2020, or newer version. All engineering design data shall be provided in a format that integrates with the latest version of ArcGIS. All design data using said programs shall be made available to Laramie County upon request and shall become the property of Laramie County for active and future projects. Plans, specifications, and project related documents must be completed according to current County and/or State and/or Federal standards.
- 8) All work shall be done under the direction of a Professional Engineer and Professional Land Surveyor licensed in the State of Wyoming.

Bidding

- 1) The Consultant shall assist the County through the entirety of the bidding process and give recommendations to the County in selecting a responsible Contractor, Subcontractors, and/or Suppliers. Consultant may be required to attend and provide information at County Commissioner meetings during the award process.
- 2) Consultant will be required to organize and conduct a pre-bid meeting with the County and Contractors. Expectations at the meeting shall include but are not limited to; recording the meeting, taking notes, and tracking attendance. The Consultant shall prepare and publish any necessary addenda to the Contract Documents, including minutes of the pre-bid meeting.

Construction

- 1) Schedules:
Review the progress schedule, schedule of shop drawing submissions and schedule of values prepared by Contractor and consult with County concerning their acceptability.
- 2) Conferences:
Assist County and keep minutes in conducting pre-bid and pre-construction conferences with contractors. Conduct weekly safety and coordination meetings, as required, maintain and circulate copies of minutes thereof.
- 3) Liaison:
Serve as the County's liaison with Contractor working principally through Contractor's superintendent and assist him/her in understanding the intent of the Contract Documents. Provide a program of good public relations between County, residents, property owners, Contractors and field personnel, to insure smooth running schedule and most cost and time efficient way to progress.
- 4) Shop Drawings and Testing:
 - a. Receive samples and shop drawing furnished by contractor, record date of their receipt, and track progress of approvals. Provide County with recommendations regarding their acceptability.
 - b. Identify any work that is unsatisfactory, faulty or defective or does not conform to the Contract Documents, or does not meet the requirements of any inspections, tests or approvals or that has been damaged. Advise the Contractor and the County when work should be corrected, rejected, uncovered for observation, or requires special testing, inspection or approval.
 - c. Verify that tests, equipment and systems startups operating/maintenance instructions are conducted as required by the Contract documents and in the presence of the required personnel, and that Contractor maintains adequate records thereof; observe,

record and report to County appropriate details relative to the test procedures and startups.

- d. Accompany visitors representing public or other agencies having jurisdiction over the Project; record and report the outcome of any inspections made by a third party to the County.

5) Interpretation of Contract Documents:

Transmit to Contractor the County's clarifications and interpretations of the Contract Documents.

6) Modifications:

Consider and evaluate any changes or modifications in Drawings or Specifications and report them with recommendations to County for approval prior to authorizing any such changes or charges to Force Account or other items. Administer Change Orders, Contract Modifications and extra Payment Requests.

7) Records:

- a. Maintain at the job site orderly files for correspondence, reports of job conferences, Shop Drawings and samples submissions, reproductions of original Contract Documents including all addenda, change orders, field orders, additional Drawings issued subsequent to the execution of the Contract, County clarifications and interpretations of the Contract Documents, progress reports, and other Project related documents.
- b. Keep a diary or logbook, recording hours on the job site, weather conditions, data relative to questions of extras or deductions, list of visiting officials and representatives of manufacturers, fabricators, suppliers and distributors, daily activities, decisions, observations in general and specific observations in more detail as in the case of observing test procedures, and pictures.
- c. Record names, addresses and telephone numbers of all Contractors, subcontractors, and major suppliers of materials, equipment, date, time and condition of such.

8) Reports:

- a. Furnish County weekly summary reports including Contractor's compliance, the approved progress schedule, and schedule of Shop Drawing submissions.
- b. Consult the County in advance of scheduled major tests, inspections or start of important phases of the work.
- c. Report immediately to County upon the occurrence of any accident and furnish complete report shortly afterward.

9) Payment Requisitions:

Review and certify applications for payment with Contractor for compliance with the established procedure for their submission and forward them with recommendations to County noting particularly their relation to the schedule of values, work completed, and materials and equipment delivered or paid for at the site but not incorporated in the work.

10) Certificates, Maintenance and Operation Manuals:

During the course of the work, verify that certificates, maintenance and operation manuals and other data required to be furnished by Contractor are applicable to items actually installed and collect all such materials for presentation to County with final construction report.

11) Completion:

Submit to Contractor a punch list of observed items requiring completion or correction. Conduct final inspection in the company of County, Contractor and utility companies involved and prepare a final list of items to be completed or corrected.

- a. Verify that all items on the final list have been completed or corrected, make recommendations to the County concerning acceptance and prepare a Certificate of Substantial Completion.
- b. Conduct eleventh (11th) month inspections with County and Contractor's Representatives and report findings to County immediately prior to the expiration of the one year or other warranty, as applicable.
- c. After completion of the project prepare and submit to County certified "Record Drawing" plans showing final accepted conditions of the project. Electronic files and one set of prints are required. A certified final construction report of conditions, maintenance items, inspection reports, contract modifications, correspondence, field orders and any other pertinent information which the County should know, shall be furnished by the project engineer to the County.

Fees, Rates, and Estimated Costs:

The services of this RFP will be provided on an hourly basis not to exceed the total contract amount. The County may seek to negotiate with the firm prior to award of the contract. Fee proposals shall be submitted in a separate sealed envelope and include:

- 1) Hourly rates to be used.
- 2) Spreadsheet showing the various tasks, hours of each individual, fees for subconsultants, any miscellaneous expenses (i.e., mileage, copies, etc.), total fee for each task, and total for the project.

All fee proposals shall include but is not limited to the following items; all insurance required by the County, printing, mailing, documentation, reporting, office overhead, and profit.

Selection Process:

Proposals will be reviewed by a selection committee appointed by the Laramie County Public Works Department. This committee may be composed of representatives of the County Public Works, County Planning, County Commissioners, City of Cheyenne Engineering, Board of Public Utilities (BOPU), Cheyenne City Council, Cheyenne Metropolitan Planning Organization (MPO), Representatives of the Francis E. Warren Air Force Base, and the Wyoming Department of Transportation (WYDOT).

The committee may interview qualified firms from those responding to this announcement. The committee will score the Consultants using the Scoring Criteria sheets included in this RFP. If no interviews are conducted, the score will be zero for all firms. One firm will be selected based on the highest total weighted score. The selected firm's fee schedule and cost estimate envelope will then be opened. The County will proceed to negotiate a final scope of work and contract. In the event a satisfactory agreement cannot be reached, negotiations will be terminated, and the County will negotiate with the second-place firm.

SCORING CRITERIA

PROJECT: ROUNDTOP ROAD IMPROVEMENTS				
<u>CRITERIA</u>	<u>DESCRIPTION</u>	<u>CRITERIA WEIGHT</u>	<u>SCORE</u> (0 - 10)	<u>TOTAL</u>
Relevant Experience	Relevant experience with similar work. Demonstrated ability to develop comprehensive, accurate, and concise design plans that result in few, if any, change orders during construction.	<u>10</u>		
Performance on Past Projects	Success on previous projects in the way of project quality, budget, schedule and cost control. Limited change orders requested/required by consultant.	<u>10</u>		
Project Coordination	Demonstrated ability to work well with the County, its representatives, property owners, citizens, public agencies and private sector throughout a project.	<u>9</u>		
Adequate Resources	Sufficient available staff and equipment to complete the proposed work within the requested time frame.	<u>8</u>		
Proposal Quality	Readability, completeness, brevity, and organization of the proposal.	<u>8</u>		
Project Approach	Knowledge of project, needs, goals, limitations, and special considerations.	<u>8</u>		
Project Innovations	Ideas or suggestions to improve the schedule, feasibility, cost savings and/or scope of the project.	<u>7</u>		
Work Being Done Within Laramie County	How much work is being performed by individuals who live and work within Laramie County.	<u>9</u>		
Interview (if applicable)	Consultant's performance in the interview, information provided during the interview, and adequacy of answers to questions, etc.	<u>5</u>		
<u>Total</u>				

Tentative Schedule (Subject to Change)

Advertise RFP	Week of August 11, 2025
Deadline for Questions	August 25, 2025
Answers to Questions	August 28, 2025
Proposals Due	September 4, 2025 by 2:00 PM
Select Consultants to be Interviewed (if necessary)	September 10, 2025
Interviews Held (if necessary)	Week of September 15, 2025
Notification of Selected Consultant	September 22, 2025
Contract Deadline	September 30, 2025
County Commissioners Approval	October 7, 2025

Proposal Requirements

The proposal should include the following information:

- 1) Limit the proposal to 30 pages or less (not including resumes).
- 2) Project Team - Identify the individual project team members and the position of each member on the team, briefly outlining the responsibilities of each member. This project is being funded by taxes received within Laramie County, therefore, it should be noted which individual team member(s) are located (live and work) within Laramie County and which are located (live and/or work) outside of Laramie County. The offices of project team members not located in Laramie County should be identified as well. Detailed resumes should be attached to the back of this section to identify the experience and qualifications of the individual team members. If the proposer intends to utilize one or more subconsultants to complete a portion of the Project, all such firms must be listed and if they are located within Laramie County or not.
- 3) Project Approach - Briefly describe the way your team would address the work described in the Scope of Work. The proposer should show briefly and concisely its familiarity with the project area. The proposer is expected to thoroughly review all data submitted and identify potential problems that may arise during design and construction.
- 4) Schedule - The anticipated time to perform the required work with respect to the availability of project personnel and present workload should be identified using the tasks outlined in the Scope of Work. Identify the team members and the percentage of time that each will dedicate to each task. A bar graph is suggested for this section. Additional tasks or duties not addressed in the Scope of Work within this RFP should be discussed in paragraph form, under Other Information.
- 5) Proposed Modifications to Scope of Work - All proposers will commit at a minimum to the services outlined in the Scope of Work stated above. The proposer may supplement the draft Scope of Work with any additional work or clarification of work that is determined necessary for the successful completion of the project.
- 6) References - List at least three (3) similar projects which were completed during the preceding five (5) years by the members of the project team. Use additional sheets if more than three references are provided. Provide the following information for each reference:

Client Name, Address, Contact Person, Telephone, Project Dates, Project Description, Original Project Budget, Final Project Cost, and Explanation of variation from original budget to final project cost.

- 7) Conflict of Interest - Please state whether the proposer, or any sub-contractor or sub-consultant, is currently performing professional services for, has performed professional services for in the past, and/or has an on-going professional relationship with any property owner throughout and along the corridor. Please also disclose all other facts and circumstances relating to the proposer's past, present and future work that create, or may appear to create a conflict of interest, between the proposer's performance of services for the County and the proposer's current professional obligations or relationships with any other person or legal entity.
- 8) Other Information - Any additional information the proposer feels would be useful to the committee in evaluating the proposal should be placed in this section.

One paper/physical copy and one digital copy of the proposal should be delivered by **2:00 p.m., September 4, 2025**, to:

Molly Cook, Director of Public Works
13797 Prairie Center Circle, Cheyenne, Wyoming 82009
molly.cook@laramiecountywy.gov

No email submissions will be accepted for this RFP. The digital copy shall be on a thumb drive.

Questions may be directed to Molly Cook via email (above) with the subject line "Roundtop Road Improvements RFP – Questions".

The submission of proposals become public records and may be viewed upon request.

It is the responsibility of the respondent to ensure that their responses are received on or before the submission date and time. Allow sufficient delivery time to ensure receipt by the date and time specified.

Clarifications Or Supplements to Request For Proposal: In the event that it becomes necessary to revise any part of this RFP, a notice of any clarifications will be emailed to each respondent who received the original RFP at the required website. It is the responsibility of respondents, prior to submission date, to inquire as to addenda issued and to ensure their response reflects any and all changes. The County will maintain a register of holders of this RFP via the required website. Laramie County will accept questions until **5:00 PM on August 25, 2025** and will respond to all questions to all firms who have requested proposal by end of day **August 28, 2025**.

Incurring Costs: The County is not liable for any cost incurred by respondents prior to the issuance of a legally executed contract. No property interest, of any nature, shall accrue until a contract is awarded and signed by all parties concerned.

RFP Cancellation

The County reserves the right to cancel this Request for Proposal at any time, without penalty.

Non-Discrimination

The respondent shall comply with all applicable state and federal laws, rules and regulations involving non-discrimination on the basis of race, color, religion, national origin, age, sex, or sexual orientation.

Availability Of Funds

Financial obligations of the County payable after the current fiscal year are contingent upon funds for that purpose being appropriated, budgeted, and otherwise made available. In the event funds are not appropriated, any resulting contract will become null and void, without penalty to the County.

Evaluation and Award

- 1) The RFP is designed to be a competitive negotiation platform, where price is not the sole determinative factor.
- 2) The proposals will be reviewed within the context of specific experience in the disciplines required.
- 3) The County may require additional information, documentation, or additional data to clarify or elaborate on materials submitted.

Additional Conditions

- 1) The successful respondent will be expected to enter into a contract, including insurance requirements, with Laramie County upon terms acceptable to the County. The contents of this RFP, the respondent responses to same and all provisions of the successful qualifier deemed pertinent by the County may be incorporated into a contract and become legally binding.
- 2) The County reserves the right to award the contract to the respondent(s) that the County deems to offer the best overall proposal(s). The County is therefore not bound to accept a proposal on the basis of the lowest price. The County reserves the right to reject any or all proposals submitted and/or to waive or ignore any irregularities and/or omissions in any submission and to accept any proposal, portion of proposal, combination of proposal and or to reject or accept any proposal for any reason in its discretion.
- 3) The County, at its sole discretion, reserves the right to cancel this RFP, to modify the services sought, to reject any and all proposals, to waive any and all informalities and/or irregularities, or to re-advertise with either the identical or revised specifications, if it is deemed to be in the best interest of the County to do so. The County also reserves the right to make multiple awards, based on experience and qualifications if it is deemed to be in the County's Best Interest.

- 4) Laramie County does not waive its Governmental/Sovereign Immunity, as provided by any applicable law including W.S. § 1-39-101 et seq., by issuing this Request and/or entering into any agreement with any successful respondent. Further, Laramie County fully retains all immunities and defenses provided by law with regard to any action, whether in tort, contract or any other theory of law, based on this RFP and any subsequent agreement(s).
- 5) Any errors or omissions discovered in this request for proposal, or any additional information needed to clarify any issues in the request, will be communicated to all firms who have expressed an interest in the engagement. The communication will amend the requests accordingly.
- 6) If a respondent discovers any ambiguity, conflict, discrepancy, exclusionary specifications, omission, or other error in this document, the respondent shall immediately notify the County. If respondent fails to notify the County of any error, ambiguity, conflict, discrepancy, exclusionary specifications, or omission in this RFP, the respondent shall submit a response at its own risk and under such conditions. If the respondent is awarded a contract, then such respondent will not be entitled to additional compensation, relief, or time by reason of the error or its later correction.
- 7) It is incumbent upon each respondent to carefully examine all specifications, terms, and conditions contained herein and in all referenced data and documents. Any inquiries, suggestions, or requests concerning interpretation, clarification or additional information shall be made in writing, through the County contact named above. The County will not be responsible for any oral representation(s) given by any employee, representative or others. The issuance of a written addendum is the only official method by which interpretation, clarification or additional information can be given.
- 8) Respondents are advised that Laramie County is a governmental entity in the State of Wyoming. Public Works projects, such as that referenced herein, carried out by governmental entities are subject to certain legal and regulatory requirements which may or may not be applicable to private entities. Any contract with a successful respondent will contain a requirement to monitor and secure compliance on the project with all applicable laws and regulations including, but not limited to, those contained in Wyoming statute W.S. § 16-6-101 et seq.
- 9) If it becomes necessary for the County to revise or amend any part of this RFP, notice may be obtained by accessing the County website. Respondents in their proposal must acknowledge receipts of amendments. Each respondent should ensure that they have received all addenda and amendments to this RFP before submitting their proposal. Please check the Laramie County web site at <https://www.laramiecountywy.gov/> for a copy of the RFP and addenda.

- 10) All proposals submitted in response to this request become property of the County and public records, so they may be subject to public review. The laws of Wyoming require that the contents of all proposals shall be placed in the public domain and be open to inspection by interested parties. Trade secrets or proprietary information that are recognized as such and are protected by law may be withheld if clearly identified as such in the proposal. The respondent must mark in bold red letters the term "CONFIDENTIAL" on that part of the response, which the respondent believes to be confidential. The respondent may be required to submit in writing specific detailed reasons, including any relevant legal authority, stating why the respondent believes the material to be confidential. Vague and general claims as to confidentiality will not be accepted. Laramie County will be the sole judge as to whether a claim is general and/or vague in nature. The entire proposal cannot be designated as proprietary or a trade secret. If a request is received to examine portions designated as proprietary or a trade secret, Laramie County will notify the respondent to permit the respondent to defend the proprietary nature of the information.
- 11) The County reserves the right to request additional information, or request clarification, or reject in its sole discretion any and all proposals. Firms may submit a joint proposal.
- 12) Invalidity: If any provision of this RFP is held invalid or unenforceable by any court of competent jurisdiction, or if the County is advised of any such actual or potential invalidity or inability to enforce, such holding or advice shall not invalidate or render unenforceable any other provision hereof. It is the express intent of that the provisions of this RFP are fully severable.
- 13) By submitting in response to this RFP, respondent agrees and understands that this RFP as well as any subsequent agreements shall be governed by and interpreted pursuant to the laws of the State of Wyoming. If any dispute arises between the parties from or concerning this RFP or the subject matter hereof, any suit or proceeding at law or in equity shall be brought in the District Court of the State of Wyoming, First Judicial District, sitting at Cheyenne, Wyoming. The foregoing provisions of this paragraph are agreed by the parties to be a material inducement to Responders and to County. This provision is not intended, nor shall it be construed to waive County's governmental immunity as provided in this Agreement.