

## **STATE JUDICIAL OUTREACH LIAISON**

### **REQUEST FOR PROPOSALS (RFP)**

The Wyoming Department of Transportation (WYDOT) is soliciting consultants with experience in communicating, training, and educating the judicial community and traffic safety stakeholders utilizing national best practice standards, who may be interested in submitting a Proposal for the above Agreement. A detailed Scope of Work is attached for further reference.

#### **Selection Process**

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

##### **Work-Related Experience – 40%:**

Provide a description of work-related experience with the Judicial and/or executive branches

##### **Personnel Qualifications – 30%:**

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

##### **Knowledge of Project – 15%:**

Describe your firm's knowledge of the project and the required services your firm can provide; including any knowledge of Highway Safety.

##### **Ability to Meet Schedule & Product Delivery Requirements– 15%:**

Describe how your firm would manage resources (including travel needs) to meet specific project schedules. Address your firm's ability to produce the necessary project deliverables. Delivery requirements may relate to such items as reports and database tracking and reporting.

The consultant selection will be based on information provided in the firm's general Statement of Interest on file with WYDOT and the Proposal submittal. 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.

#### **Solicitation and Selection Schedule**

RFP questions shall be submitted **no later than April 24, 2024**, to [hank.doering@wyo.gov](mailto:hank.doering@wyo.gov) or [jill.roberts1@wyo.gov](mailto:jill.roberts1@wyo.gov).

Questions and answers will be distributed to all parties **no later than April 26, 2024**.

Proposals must be received **no later than 3:00 p.m. Mountain Daylight or Mountain Standard Time, as applicable, on May 1, 2024.** Email your Proposal to [hank.doering@wyo.gov](mailto:hank.doering@wyo.gov) or [jill.roberts1@wyo.gov](mailto:jill.roberts1@wyo.gov).

The final selection is tentatively planned to be performed on May 6, 2024.

The target Notice to Proceed date is October 1, 2024.

This agreement will cover communicating, training, and educating the judicial community and traffic safety stakeholders.

### **Submittals**

Consultants are invited to submit a Proposal at their own cost. WYDOT 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 if required.
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 to the Engineering Services Engineer or to the Consultant Services Specialist.

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 Department 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.

WYDOT 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 WYDOT personnel other than those from the WYDOT Engineering Services Section regarding this RFP, during the selection process, will be cause for disqualification.**