

**MASTER AGREEMENT FOR CRACK SEAL SERVICES-
AERONAUTICS DIVISION**

REQUEST FOR PROPOSALS (RFP)

The Wyoming Department of Transportation (WYDOT) is soliciting consultants with experience in crack seal services for airport projects, who may be interested in submitting a Proposal for the above Agreement. A detailed Scope of Work is included for further reference.

Residential Requirements

This agreement is for a state funded project which may require a residential firm be selected pursuant to Wyoming Statute 9-23-105(f) through (h) and 9-23-106(g). A nonresident firm may be selected if no residential firms submitted a Proposal.

For a firm to be considered a residential firm, they will need to have a physical office within the State of Wyoming and meet the following percentages of professional services performed by individuals with professional and technical expertise who are employed within the state:

- 1) 50% when negotiated fees equal \$1,500,000 or less
- 2) 40% when negotiated fees are greater than \$1,500,000 but less than \$3,000,000
- 3) 30% when negotiated fees are equal or greater than \$3,000,000

Selection Process

Pursuant to state 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:

Personnel Qualifications – 25%:

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.

Knowledge of Project – 20%:

Describe your firm's knowledge of the project and the required services your firm can provide, including airport safety. List similar projects you have provided services for in the past five (5) years.

Ability to Meet Schedule – 20%:

Describe how your firm would manage resources (including travel needs) to meet the specific project schedules as outlined in the scope of work.

Previous WYDOT Aeronautics Experience – 15%

Describe your firm's previous experience, if any, with WYDOT Aeronautics for the past five (5) years.

Product Delivery Requirements – 10%:

Address your firm's experience with using Project Management Software iPDWeb (CMS) to produce the necessary project deliverables.

Local Presence – 5%:

Describe how your firm's local presence will add value to the quality and efficiency of the project delivery.

RFPs do not need to address the following criteria. Ratings will be determined from internal WYDOT documents.

Previous awarded Agreements – 5%:

Engineering Services will provide a list to the selection committee of what projects each consultant currently has with the Department. Consultant performance reviews will also be provided for those consultants who have completed services with the Department in the past five (5) years. No response needed.

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.

Project Schedule

RFP questions shall be submitted **no later than May 2, 2022** to hank.doering@wyo.gov or nicole.klassen@wyo.gov .

Questions and answers will be distributed to all parties **no later than May 5, 2022**.

The final selection is tentatively planned to be performed on May 24, 2022.

The target Notice to Proceed date is by September 30, 2022.

This agreement will cover quantity measurements and estimation and plan review during the design process, as well as project site management during construction. This agreement is tentatively scheduled for calendar years 2023-2025, with the option to extend through 2027.

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. Clearly state if your firm meets the residential requirements.
4. Eight (8) page maximum Proposal response to the RFP. Cover letters will be considered part of the Proposal maximum page limit.
5. Half (1/2) page limit per resume **in addition to the Proposal page limit**. Six (6) resumes maximum that must include Project Managers/Team Leaders. A total document length of 14 pages.
6. Provide an **electronic copy only** of the Proposal to the Engineering Services Engineer or to the Consultant Services Lead.
7. Proposals must be received **no later than 3:00 p.m. Mountain Daylight Time on May 16, 2022** to hank.doering@wyo.gov or nicole.klassen@wyo.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 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.

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.