

CITY OF LARAMIE, WYOMING REQUEST FOR QUALIFICATIONS

Monolith Ranch Consumptive Use Plan Update

The City of Laramie is seeking qualified individuals, firms or teams of professionals, for the Monolith Ranch Consumptive Use Plan Update Project. Items under general consideration include updating pertinent sections of the 2004 Management Plan for Water Rights on the Monolith Ranch, reviewing current policies and recent decisions of the State Board of Control concerning municipal water transfers, evaluating current irrigation and consumptive use activities at the ranch including irrigation infrastructure, cropping and grazing management, looking at improved tailwater control and providing recommendations for policy, planning and on-the-ground efforts. This project is funded by the water enterprise fund as a capital improvement project.

1.0 INFORMATION

1.01 CONTACT INFORMATION

Prospective firms may make inquiries concerning this Request for Qualifications (RFQ) to the contact below. *The consultant should understand that verbal comments may be subject to misinterpretation and are in no way binding on the individual or the City.* If questions arise concerning any aspect of this proposal, the consultant should request clarification via the email address listed below. A copy of this requested clarification, as well as the written response shall be provided to all firms submitting requests for qualifications on this project.

Project Manager

Darren Parkin, Natural Resources Manager

City of Laramie

405 E. Grand Avenue

Laramie, WY 82070

(physical address)

P. O. Box C

Laramie, WY 82073

(postal address)

Telephone: (307)721-5213; Email: dparkin@cityoflaramie.org

1.02 SUBMITTAL INFORMATION

- A. Two (2) hard copies of the consultant's proposal and one digital PDF should be submitted to the City Clerk at City Hall, 406 E. Iverson Street, (PO Box C), Laramie, WY 82070

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- B. One price proposal shall be submitted in a separate sealed envelope outlining the scope of services as specified in the RFQ. Hourly billing rates, reimbursable expenses and price schedule for each firm/sub-consultant involved shall be included. A maximum price quote for work must be stated. ***Do not include the price proposal in the electronic submittal.***
- C. A second price proposal may be submitted in a separate sealed envelope specifying any alternatives proposed. This shall be submitted in a similar format to the original price proposal. ***Do not include any secondary price proposal in the electronic submittal.***
- D. The following information should be on the outside of the submittal.

Name of Firm:

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Due Date: December 8, 2022 – 4:00 PM, Local Time

- E. Late submittals will not be accepted. It is the responsibility of the Proposer to ensure the proposal arrives to the City Clerk prior to the date and time stated in the RFQ.
- F. The City is not liable for any cost incurred by firms in preparing or submitting a response to this RFQ
- G. All materials submitted regarding this RFQ becomes the property of the City and will only be returned to the Participants at the City's option. Disqualification of a Proposer does not eliminate this right.
- H. The City reserves the right to modify or delete the project. Firms responding to this proposal do so at their own risk and option.
- I. The City of Laramie reserves the right to reject any or all proposals, waive informalities and minor irregularities in the proposals received if deemed in the best interest of the City.
- J. To be considered for selection, the submittal must bear the signature of the consultant or his/her authorized representative.
- K. Proposals cannot be withdrawn for a period of ninety (90) days after the date of the proposal opening.

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- L. After the successful consultant is selected, the City will negotiate a final contract, scope of services, and contract price base on but not limited to the contents of the consultant's proposal.

1.03 PROPOSED SCHEDULE

RFQ Available	November 9, 2022
RFQ Legal Advertisements	November 9 & November 16, 2022
Pre-proposal Meeting	December 1, 2022 – 1:00 PM, Local Time
RFQ Submission Deadline	December 8, 2022 – 4:00 PM, Local Time
Interviews	December 14/15, 2022
Selection of Top Firm	Conclusion of Interviews
Award of Contract	January 3, 2023 – City Council Action
Project Completion	December 31, 2023

1.04 GENERAL INFORMATION

- A. The successful consultant shall be fully insured as to hold the City harmless from any claims involving the employees or equipment used by the successful consultant and sub-consultants while executing this service. The consultant shall also possess and provide proof of professional liability insurance or errors and omissions liability insurance to protect the City from and all claims arising from consultant's alleged or real professional errors, omissions or mistakes in the performance of professional duties by consultant in an amount not less than one million dollars (\$1,000,000.00) aggregate on a claims made basis for the term of the design and construction plus three years subsequent to construction. The consultant shall provide proof of coverage.
- B. The successful consultant shall furnish all materials, equipment, testing, and labor necessary to complete the required work.
- C. The successful consultant may be required to sign a professional service agreement with the City. The agreement would include this request for qualifications, the consultant's scope of work and any other pertinent attachments.
- D. Final selection of a consultant and issuance of a work contract for any phase of work will be done in accordance with the City's purchasing policy.

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2.00 PROJECT INFORMATION

2.01 PROJECT BACKGROUND

The City of Laramie purchased the Monolith Ranch in 1981 for its valuable water rights. Of particular value, the 1868 Dowlin water right (20.1 CFS) is the most senior right on the Laramie River system. It is the City's intention, when demand grows enough to warrant it, to transfer the Dowlin right from agricultural to municipal use. The City has accomplished two such municipal transfers in the past, in the 1940's and 1960's, however those occurred under different regulatory climates. It is understood that the next transfer, not expected to happen for a couple more decades, will be a major undertaking that will undergo much scrutiny.

In 2004 Fassett Consulting and WWC Engineering completed a Management Plan for Water Rights and an Agricultural Management Plan for the Monolith Ranch from which the current consumptive use plan was put in place. However, more recent experience with the State Board of Control has indicated that the City may need to update its policies and activities to better meet their expectations. For this project we don't anticipate updating all aspects of the 2004 plans, rather the intent is to focus specifically on topics relevant to the future municipal transfer and current consumptive use.

2.02 PROJECT OBJECTIVES

The objective is to ensure that the City of Laramie has a successful transfer of the maximum amount possible of the Dowlin water rights held on the Monolith Ranch from agricultural to municipal use, thus guaranteeing an ample future water supply for our citizens.

2.03 SCOPE OF WORK

Upon selection of the firm for this project. City staff and the selected firm will negotiate a detailed scope of work to be attached to the sample professional services agreement.

The Scope of Work will, at a minimum, include the following elements:

- A kickoff meeting to define project parameters and define the project timeline and expected deliverables.
- A site visit of the Monolith Ranch property.

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- A thorough review of any relevant Monolith Ranch plans and activities and provide an initial report outlining what needs to be addressed and updated with the current consumptive use plan.
- Frequent communication and scheduled meetings that may include City Council, City staff, Ranch Advisory Committee and relevant State and Federal permitting and regulatory agencies.

3.00 EVALUATION FOR THE PROPOSALS

Discussions may be held with each firm, which, in the sole opinion of the selection committee, most closely meet the requirements of this RFQ. These discussions will be for the purpose of clarifying the proposal and obtaining any additional information the City determines would be useful in evaluating the firm. The selection committee shall evaluate each proposal and information collected from references listed in the proposal following the criteria listed in Section 3.0. Each criterion will be scored up to the maximum points listed. The highest scores will indicate the most qualified firms for this Project.

3.01 QUALIFICATIONS AND EXPERIENCE OF KEY PERSONNEL (40pts)

Provide client references and resumes of key personnel including the Project Lead, and any other personnel assigned to the project; list the qualifications and experience of the specific individuals who will be assigned to this project. The following areas are of specific importance to the City of Laramie:

- List the project tasks and role of the persons involved; list individuals experience with the different aspects of the project scope and objectives together with their qualifications and experience which demonstrate past involvement with similar projects.
- Experience of key personnel to complete the project objectives.

In outlining qualifications of the individuals assigned to the project, describe the percent and type of work that will be performed by those assigned to each task and include work that is to be subcontracted. Provide relevant information on subcontractors that are proposed for the Project.

3.02 REFERENCES FOR FIRM AND PROJECT TEAM (20pts)

List projects that demonstrate the firm's knowledge, experience and capabilities that are similar in scope to this project. For each project, provide:

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- Experience with similar projects within Wyoming and/or the Rocky Mountain area.
- Management experience in maintaining the project schedule and project costs.
- Demonstrate familiarity with the regulatory requirements of the various agencies and entities that have oversight over a project such as this.
- Listing of current clients whose interest may compete or conflict with the project described herein and an explanation of the potential conflict.

3.03 PROJECT SCOPE AND SCOPE ALTERATIONS (20pts)

This task will be evaluated by the items listed below:

- Ability of the firm to communicate their project approach.
- Creativity/Competency of project approach; how the proposed project integrates into the goals and objectives of the RFQ.
- Communicate a familiarity with the existing municipal water infrastructure of the City of Laramie.

3.04 SCHEDULE (20pts)

This task will be evaluated by the items listed below.

- Provide a thorough and comprehensive timeline, outlining major tasks
- Provide sufficient time in all phases for meetings with, evaluation of and approval by City staff.
- Clearly demonstrate how the schedule can be met.
- Provide a bar graph schedule depicting the duration on each work item and proposed phasing of the work.
- Describe the project approach and identify major tasks that will be performed and the key personnel responsible for the tasks. Include any innovative solutions that the Consultant proposes to use and any cost saving measures that have been identified. Detail all assumptions made in development of the project schedule.

3.05 EVALUATION RATING SYSTEM

Qualifications & Experience of Key Personnel	40pts
References for Firm & Project Team	20pts
Project Scope & Scope Alterations	20pts
<u>Schedule</u>	<u>20pts</u>

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Total

100pts

4.00 AGREEMENT

The selected firm may be required to abide by all provisions contained in the City's professional services agreement. For a sample of this agreement contact the project manager listed in the RFQ.