

## **CITY OF LARAMIE, WYOMING REQUEST FOR QUALIFICATIONS** **Casper Aquifer Protection Plan (CAPP) Update**

The City of Laramie and Albany County are seeking qualified individuals, firms or teams of professionals, licensed in the State of Wyoming, for an update of the Casper Aquifer Protection Plan. The project will be contracted by the City of Laramie and is being funded jointly by the City of Laramie and County of Albany, Wyoming.

### **1.0 INFORMATION**

#### **1.01 CONTACT INFORMATION**

Prospective firms may make inquiries to the contacts below. *The consultant should understand that oral comments may be subject to misinterpretation and are in no way binding on the individual, the City or County.* If questions arise concerning any aspect of this proposal, the consultant should request clarification via email addresses 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 Co-Managers:**

Darren Parkin, City 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](mailto:dparkin@cityoflaramie.org)

David Gertsch, County Planning Director

Albany County

1002 S 3<sup>rd</sup> Street

Laramie, WY 82070

*(physical address)*

1002 S 3<sup>rd</sup> Street

Laramie, WY 82070

*(postal address)*

Telephone: (307)721-2568; Email: [DGertsch@co.albany.wy.us](mailto:DGertsch@co.albany.wy.us)

#### **1.02 SUBMITTAL INFORMATION**

- A. Two (2) hard copies of the consultant's proposal and one digital PDF should be submitted to the City Project Manager, Darren Parkin, at the address provided in Section 1.01.

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- B. One price proposal shall be submitted in a separate sealed envelope for the scope of services as specified in the RFQ and must include hourly billing rates, reimbursable expenses and price schedule for each firm/sub-consultant involved. A maximum price quote 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 must be included on the outside of the submittal.

**Name of Firm:**

**Request for Qualifications:** Casper Aquifer Protection Plan Update

**Due Date:** September 30, 2021 – 4:00 PM, Local Time

- E. Late submittals will not be accepted. It is the responsibility of the Proposer to ensure the proposal arrives prior to the date and time stated in the RFQ.
- F. The City and County are 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 County and will only be returned to the Participants upon mutual consent of City and County. Disqualification of a Proposer does not eliminate this right.
- H. The City and County reserve the right to modify or delete the project by mutual consent. Firms responding to this proposal do so at their own risk and option.
- I. The City and County reserve the right to reject by mutual consent any or all proposals, waive informalities and minor irregularities in the proposals received if deemed in the best interest of the governing bodies.
- J. To be considered for selection, the submittal must bear the signature of the consultant or his/her authorized representative.
- K. Proposals may not 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	August 25, 2021
RFQ Legal Advertisements	August 25, 2021
RFQ Submission Deadline	September 30, 2021 – 4:00 PM, Local Time
Interviews (probable)	October 6, 2021– 10:00 AM, Local Time
Selection of Top Firm	Upon Conclusion of Interviews
Award of Contract	Upon Joint Action of the City Council/Board of Commissioners
Project Completion	December 31, 2022

**1.04 GENERAL INFORMATION**

- A. The successful consultant shall be fully insured as to hold the City and County 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 will be required to enter into 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, Wyoming, is a municipality of approximately 32,000 residents, and is located 45 miles west of Capital Cheyenne, WY along the I-80 corridor at an elevation of 7,220 feet. Laramie is home to the University of Wyoming, Laramie County Community College (Albany County Campus) and the Wyoming Technical Institute.

Currently, the City receives municipal water from two main sources; the Laramie River and the Casper Aquifer. 60% of municipal water comes from the Casper Aquifer up to 100% in times of drought. The City's established Casper Aquifer Overlay Protection Zone encompasses approximately 72 square miles. Approximately 95% of the Casper Aquifer Overlay Protection Zone is located east of the City outside the city limits within Albany County.

Unincorporated Albany County has an estimated population of 6,880 people. The City of Laramie and the Town of Rock River are the only incorporated towns/cities in the County. Around 450 rural residences outside municipal boundaries depend solely upon water from the Casper Aquifer for domestic purposes.

In 1997, the City of Laramie and Albany County formed the Environmental Advisory Committee to develop an aquifer protection program consistent with the Laramie Regional Drinking Water Protection Program. The Environmental Advisory Committee (EAC) developed the Casper Aquifer Protection Plan, which was adopted by the City and County in 2002. At about the same time the City also established the Aquifer Protection Overlay Zone, which is codified as Chapter 17.82 of the Laramie Municipal Code. Albany County adopted similar regulations for an Aquifer Protection Overlay Zone in 2003.

In 2007 the City enlisted Wittman Hydro Planning Associates to update the City plan and ordinance, and both were finalized and adopted on June 3, 2008. Key stakeholders in the process included the City, County, private landowners and the EAC. Albany County was originally partnered with the City, but ultimately moved to their own plan due to some key differences, with the County adopting their plan and ordinances in 2011.

#### **2.02 PROJECT OBJECTIVES**

The objectives of this project are to consolidate the City and County CAPPs, and update the existing documents to include information that has been learned since

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2008 and 2011. The CAPP is intended to be approved under the Wyoming State Statute provisions for a Comprehensive Plan with any updated protective regulations to be codified under City ordinance and County regulations. It is anticipated that scientific document peer review will be a significant component to updating the CAPP. Upon updating and consolidating the aquifer protection plan, the consultant shall provide policy recommendations and any textual changes/modifications/updates to ordinance, regulations and protective measures deemed prudent to preserve the aquifer. Approval of the updated CAPP by WYDEQ is desired.

#### **2.03 SCOPE OF WORK**

Upon selection of the firm for this project. City 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:

- Frequent communication and stakeholder meetings that may include City Council, Board of Commissioners, City and County staff, EAC, City Planning Commission, County Planning and Zoning Commission, State and Federal Environmental Regulatory Agencies, private landowners and the general public.
- A thorough review of the current City and County CAPPs to understand similarities and differences between the two documents, provide an initial report for stakeholders outlining what needs to be addressed (western aquifer protection boundary location, Site Specific Investigations, etc.) to blend the two plans together.
- Develop City (zoning, etc.) and County (septic systems, lot sizes, etc.) specific sections within the shared document.
- Provide policy recommendations and any textual changes/modifications/updates to ordinance, regulations and protective measures deemed prudent to preserve the aquifer.
- Review all pertinent documents, studies and data that have been gained since the City CAPP was adopted in 2008 (see Appendix) for incorporation, as appropriate, in an updated consolidated aquifer protection plan.
- Complete the updating and consolidation of the aquifer protection plan, retaining all relevant sections of the current plans and including an executive summary and recommendations for future efforts and studies.
- Present the consolidated aquifer protection plan to City Planning Commission and the County Planning and Zoning.
- Present and facilitate consideration of the consolidated aquifer protection plan and recommended policies to the City Council and the Board of Commissioners as

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required by Wyoming State Statute as an element of a Comprehensive Plan adoptable by the governing bodies.

- Prepare textual amendments and/or requirements to the current Laramie Aquifer Protection Overlay Zone, Chapter 17.82 of the Laramie Municipal Code, as may be recommended. Prepare textual amendments and/or regulatory requirements to current Albany County regulations, including those for zoning, subdivisions, and waste water. City and County requirements and regulations should be complementary and not in conflict.

### **3.00 EVALUATION FOR THE PROPOSALS**

The Selection Committee will consist of the Project Co-Managers, two members of the EAC, City Manager (or designee), and two members of the CAPP Intergovernmental Committee. 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 and will be used to evaluate the selected consultant.

#### **3.01 QUALIFICATIONS AND EXPERIENCE OF KEY PERSONNEL (20 pts)**

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.

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#### **3.02 REFERENCES FOR FIRM AND PROJECT TEAM (20 pts)**

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

- Experience with similar projects within Wyoming and/or the Rocky Mountain area.
- Experience in both City and County Site Specific Investigation processes and review as well as other specific research and knowledge of the Casper Aquifer.
- 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.
- A list of all credentials such as professional engineering, geology, planning or other disciplines and their associated accreditations such as being a Wyoming Licensed PE or AICP.

#### **3.03 PROJECT SCOPE AND SCOPE ALTERATIONS (35 pts)**

This task will be evaluated by the items listed below:

- Ability of the firm to communicate their project approach related to the scientific, planning and regulatory aspects of the project.
- 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 and water resources of Albany County.
- A demonstrated understanding of required adoption process related to the aquifer protection plan and protective measures and regulations.
- Demonstrated knowledge of condensing policy recommendation into actionable and implementable regulatory requirements to affect desired outcomes for aquifer protection.

#### **3.04 SCHEDULE (25pts)**

This task will be evaluated by the items listed below.

- Provide a thorough and comprehensive time-line, outlining major tasks
- Provide sufficient time in all phases for meetings with, evaluation of and approval by City and County staff.

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- Clearly demonstrate how the expedited 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	20pts
Reference for Firm & Project Team	20pts
Project Scope & Scope Alterations	35pts
<u>Schedule</u>	<u>25pts</u>
Total	100pts

#### **4.00 AGREEMENT**

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

#### **5.00 APPENDIX 1 – RELEVANT STUDIES, CODE, ETC.**

[City Aquifer Protect Plan](#)

[City of Laramie Comprehensive Plan](#)

[City Zoning Map](#)

[Unified Development Code](#)

<https://www.co.albany.wy.us/256/Plans-Reports>

<https://www.co.albany.wy.us/263/Regulations-Zoning-Map>