



# PUBLIC WORKS DEPARTMENT

ENGINEERING • PLANNING • ROAD & BRIDGE • BUILDING OFFICAL

## REQUEST FOR PROPOSAL

The Sheridan County Public Works Department is soliciting proposals for professional engineering services for a road improvement project to be completed in 2021. **Proposal submission deadline is 3:00 pm on May 26, 2020.**

### Project Background and Objectives

The project is located on County Road #67 (a.k.a. Wolf Creek Road, a.k.a. Gillette Street) from the approximate intersection with Halbert Street in Ranchester thence south to the Ranchester corporate limits. Existing paved roadway is deteriorated and narrow with localized failure of erosion protection along the Tongue River. The project intent is to reconstruct this section of road to provide a wider typical section roadway, including drainage, erosion protection, and miscellaneous work associated with the project. New surfacing section shall have a minimum 15-year design life. The project location is within and/or adjacent to the FEMA regulated Special Flood Hazard Area. The existing roadway frequently experiences water over-topping during flooding events. The main objective will be to develop a set of detailed plans, quantities, and construction cost estimate for application to the FEMA Hazard Mitigation Grant Program for funding assistance. Plan sheets and quantities will also be used for future Construction Contract Document development and bidding of the project.

### Scope of Services

Professional services will be for engineering evaluation, design, development of detailed plan sheets, and project construction cost estimate.

The following are a list of anticipated Engineering Tasks:

- Preliminary Engineering
- Engineering Survey (including obtaining Permission to Survey on private property)
- Hydraulic design/detailing
- Erosion protection design/detailing
- Identify Right-of-Way and Construction Permit requirements (existing right-of-way will be provided)
- The following are deliverables for this project; Detailed Plan Sheets, List of Quantities, and Engineer's Estimate of probable construction cost.

### Anticipated Schedule

May 22, 2020	Request for Proposals due
June 4-5, 2020	Interviews (if needed) / Selection
June 9, 2020	Professional services agreement/Award
September 4, 2020	Due date for Deliverables



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## Selection Criteria

Criteria to be considered include, but are not limited to:

- Qualifications of the key personnel assigned to the project, and experience in performing these services on similar projects;
- Ability to meet the required timeline; and
- Knowledge and experience of FEMA grant submission guidelines and awarded grant administration.

## Submittal Requirements

### Letter of Transmittal & Statement of Qualifications

Description of your firm's qualifications to provide the services and key personnel that will be assigned to the project. Describe any projects and/or services that key personnel completed involving coordination, communication, and administration with FEMA. Provide list of anticipated sub-consultants and portion of work they will be providing.

### Project Approach

Provide a narrative summary of how your firm plans to approach the project to meet the stated project objectives.

### References

Provide the name, address, and phone numbers of previous clients whom you have perform similar projects and services for.

### Schedule

Provide a basic schedule indicating the major tasks to meet the deadline.

### Proposal

Submit one (1) electronic copy via email to ([kmuller@sheridancounty.com](mailto:kmuller@sheridancounty.com)) and mail two (2) hard copies to:

Sheridan County Public Works  
Attn: Ken Muller  
224 S. Main Street, Ste. 428  
Sheridan, WY 82801

