



WYOMING WATER DEVELOPMENT OFFICE

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MEMORANDUM

TO: Interested Parties

FROM: Wyoming Water Development Commission

DATE: November 28, 2016

SUBJECT: Consultant Performance Reviews

This memorandum is to inform interested parties of a newly adopted procedure associated with the Wyoming Water Development Commission's (WWDC) Consultant Selection Process. The WWDC follows the Professional Architectural, Engineering, and Land Surveying Services Procurement Act. As stated in the Act;

§ 9-2-1031. Selection procedures.

*(a) For each proposed project, the principal representative of the agency for which the project is proposed shall evaluate current statements of qualifications and performance data of firms on file with the department or the agency, together with any applications submitted by other qualified firms, and shall select not less than three (3) firms considered qualified to perform the required professional services. Consideration in each selection process by the principal representative shall be based upon the ability of professional personnel, **past performance**, willingness to meet time requirements, location, residency, current and projected workloads, the volume of work previously awarded to the firm by the agency, and the equitable distribution of contracts among qualified firms. The agency shall provide a complete description of the work to the firms selected. These firms shall submit an unpriced proposal to do the work. For purposes of this subsection, residency does not require satisfaction of the elements contained in W.S. 16-6-101(a)(i).*

The WWDC has requested a formal procedure to consider **past performance** and directed that Consultant Performance Reviews be implemented. Enclosed are the WWDC approved review forms which will be used by Wyoming Water Development Office (WWDO) Project Managers to evaluate both WWDC planning and construction project Consultants. The Consultant Performance Review form will be completed by the WWDO Project Manager, reviewed by their Supervisor, and delivered to the Consultant. The Consultant may also then comment on the form and return it to the WWDO. The Consultant Performance Reviews will be retained by the

WWDO for use by WWDC Consultant Selection Committees when procuring consultants on future WWDC projects. To initiate this new procedure, Consultant Performance Reviews will be completed for all projects closed after January 1, 2016 to create a past performance database for the 2017 Consultant Selection Process and beyond.

The implementation of the Consultant Performance Reviews will be an opportunity to highlight the exceptional work completed by WWDC Consultants and will strengthen the Consultant Selection Process into the future. Should you have any questions, please contact the appropriate Deputy Director below, at (307) 777-7626.

Jason Mead, P.E. - Deputy Director Dams and Reservoirs

Barry Lawrence - Deputy Director Planning

Bryan Clerkin, P.E. - Deputy Director Construction