CONSULTANT SHORT LISTING GUIDELINES FOR LEVEL I AND II PLANNING PROJECTS WYOMING WATER DEVELOPMENT OFFICE PLANNING DIVISION

The WWDC follows the Professional Architectural, Engineering, and Land Surveying Services Procurement Act when selecting consultants for Level I and II planning projects. Specifically, qualification and selection are based upon Wyoming Statutes § 9-23-104 Qualification Procedures; and § 9-23-105 Selection Procedures. WWDO project managers will abide by this set of statutes when short listing firms for consideration on WWDC planning projects and will adhere to all residency requirements in the short-listing process.

§ 9-23-105. 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 in accordance with subsection (f) of this section not less than three (3) firms considered qualified to perform the required professional services. 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.

(f) Every agency, the University of Wyoming, each community college district, the Wyoming business council and the Wyoming department of transportation shall base selection of a firm for professional services in accordance with the following:

(i) Except as provided in paragraph (ii) of this subsection and subsection (g) of this section, the agency, the University of Wyoming, each community college district, the Wyoming business council and the Wyoming Department of Transportation shall select firms that are resident* firms as defined by this act. Consideration between firms shall be based upon:

(A) The ability of professional personnel;
(B) Past performance;
(C) Ability to meet time requirements;
(D) Location;
(E) Current and projected workloads;
(F) The volume of work previously awarded to the firm by the agency;
(G) The equitable distribution of contracts among the firms considered qualified.

(ii) Nonresident firms may be selected if no firms on file, together with any applications submitted for the project, are resident firms as defined by this act or if the resident firms are determined not qualified by the agency, the University of Wyoming, the community college district, the Wyoming business council or the Wyoming Department of Transportation. Consideration of qualified nonresident firms shall be based upon the considerations listed in subparagraphs (i) (A) through (G) of this subsection.

* Per Wyoming Statute § 9-23-102(vi), "Resident firm" means a firm that: (A) Possesses a physical office within the state that is staffed by individuals with professional and technical expertise who are employed in the state; and (B) Certifies in the firm's current SOQ's that if selected for the project a certain percentage of the contract costs for professional services, which is dependent upon the negotiated fee of the contract, shall be performed by qualified individuals or consultants employed in the state who will perform their labor or professional services provided under the contract within state boundaries.

The goal of the initial screening process is to come up with a short list of five (5) qualified firms to provide the necessary professional services.

1) If there are five (5) or more qualified resident firms, five (5) of those firms will be selected.
2) If there are four (4) or less qualified resident firms, those firms will be selected.
3) If there are zero (0) qualified resident firms, the screening process will look to add qualified non-resident firms based on the requirements of § 9-23-105(f), to make a short list of five firms.