



**FINAL CONSULTANT SELECTION GUIDELINES
FOR LEVEL I AND II PLANNING PROJECTS
WYOMING WATER DEVELOPMENT OFFICE
PLANNING DIVISION**



Thank you for serving as a member of the Consultant Selection Committee for this WWDC Level I/II Planning Project. During the proposal review phase, the Committee ranked firms based on the following criteria:

- Overall Quality of Proposal
- Project Approach
- Ability/Experience of Professional Personnel
- Firm Location
- Location of Key Personnel
- Past Performance
- Ability to Meet Time Requirements
- Current and Projected Work Loads (WWDC projects only)
- Volume of Work Previously Awarded (past 5 years)

Prices were not considered in the selection of firms to be interviewed. If more than 3 proposals were received, at least the top 3 firms have been invited to interview. If two or three proposals were received, all firms that submitted a proposal have been invited to interview. You as a reviewer should now use this document when ranking firms during the interview process. The Criteria are based upon Wyoming Statute 9-23-105 Selection Procedures.

§ 9-23-105. Selection procedures.

(b) In addition to the requirements of subsection (a) of this section, for any professional services fee estimated by the agency to exceed fifty thousand dollars (\$50,000.00) the principal representative shall interview not less than three (3) firms selected from those which have submitted proposals to do the work. The interview may include discussion of each firm's projections of project costs, qualifications, approaches to the project, ability to furnish required professional services, use of alternative methods for furnishing required professional services and an estimated fee based on the agency's description of the work. The agency shall keep a record of the interview. The estimated fee, if requested by the agency, may be used as a basis, along with the considerations and requirements of subsection (f) of this section for selection by the principal representative of the most qualified firm for contract negotiations. If unsatisfied with the results of such interviews, the principal representative may select not less than three (3) additional firms for interviews as provided by subsection (a) of this section.

In addition to the criteria utilized during the proposal review phase, Selection Committee members shall also now consider the following criteria when ranking firms during the interview process:

- Overall Quality of Presentation
- Project Approach
- Innovative Alternative Methods
- Ability to Furnish Required Professional Services
- Ability of Professional Personnel
- Qualifications of Firm
- Fee Proposal

In order to maintain consistency between ranking committee members, please use the following system when rating firms: Combined proposal/interview ranking where 1 = highest score and 3 = lowest score (or up to # of firms).