



WYOMING WATER DEVELOPMENT OFFICE

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Director

July 2021

Professional Services No. 22-0084

The State of Wyoming, Water Development Commission (WWDC), is seeking professional services to fulfill the National Environmental Policy Act (NEPA) process, prepare the appropriate NEPA documentation and complete a Watershed Project Plan – Environmental Impact Statement (EIS) for the West Fork Battle Creek Watershed project (West Fork Reservoir) and associated land exchange under the Natural Resource Conservation Service Watershed Program, in accordance with W.S. 9-23-104 and W.S. 9-23-105. More information on the West Fork Reservoir Project is provided below. The WWDC, at its sole discretion, may request the selected contractor to provide additional services beyond the scope of services included in the initial contract.

Third-Party NEPA Contractor Services – West Fork Reservoir Project:

The State of Wyoming, acting by and through the Wyoming Water Development Commission (WWDC), is pursuing authorization from: the U.S. Department of Agriculture, National Resource Conservation Service, Casper Office (NRCS), under the NRCS Title 390, National Watershed Program Manual (NWPM), Part 501-Development of Watershed Project Plans; the U.S. Department of Agriculture, U.S. Forest Service under the National Environmental Policy Act Regulations-85 FR 73620 and Forest Service Manual (FSM) 5400; and the U.S. Army Corps of Engineers, Omaha District (USACE), under the provisions of Section 404 of the Clean Water Act for the proposed construction and operation of a project known as the West Fork Reservoir Project. The proposed Project will develop reservoir storage for the Savery-Little Snake River Water Conservancy District and the Pothook Water Conservancy District to provide supplemental irrigation water to irrigators in the Little Snake River Basin. The Project will firm water supplies and improve reliability, management, and operational flexibility, as well as provide secondary environmental and recreational benefits. More information about the Project can be found at the following webpage:

<https://wwdc.state.wy.us/consultants/westforkreservoir.html>

Contact: Jason Mead, P.E., Deputy Director, Wyoming Water Development Office (WWDO) – 307-777-7626 or jason.mead@wyo.gov

REQUIRED SUBMITTALS AND SUPPLEMENTAL INFORMATION:

Prospective contractors and sub-contractors shall submit **Statements of Qualification (SOQ)** – 254 forms, **Statements of Interest (SOI)** – 255 forms, and **Wyoming Resident Firm Certification** forms (if applicable) to the Water Development Commission.

Firms offering "professional services" and claiming "resident firm" status as defined by W.S. 9-23-102 shall submit a Wyoming Resident Firm Certification form. The form certifies that the firm is legally registered and in good standing with the Wyoming Secretary of State's Office; possesses a physical office residing within the State of Wyoming staffed by qualified individuals with professional and technical expertise who are employed in the state; and if the firm is selected for the project, it will ensure that the applicable percentage of the contract costs for professional services, as set forth in Wyoming Statute § 9-23-102(a)(vi)(B), shall be performed by individuals or contractors who are employed in the State of Wyoming, who will perform their labor or professional services provided under the contract within the boundaries of the State of Wyoming, and who shall possess the professional and technical qualifications necessary to perform the work required by the contract.

In addition to an SOQ and SOI, prospective contractors and sub-contractors shall also include the **required supplemental qualification information** as detailed at the following webpage (<https://wwdc.state.wy.us/consultants/westforkreservoir.html>).

*****254/255/Resident Firm Certification forms and supplemental qualification information shall be submitted electronically, in a COMBINED pdf format to riley.taylor@wyo.gov. Electronic submittals shall be a complete package, including 254s for prime and sub-contractors as well as your 255, Resident Firm Certification (if applicable), and supplemental qualification information in a single combined PDF. The email containing your submitted materials shall include contact information comprising of email, phone number and primary office location doing the work.*****

An email address MUST be provided for distribution of RFP's and correspondence, see box #4 on form 254.

Copies of forms 254 and 255, along with the Wyoming Resident Firm Certification form may be accessed on the WWDC website at:

http://wwdc.state.wy.us/consultants/consultant_selection.html

Contractors will be selected by the WWDO to prepare proposals, as per W.S. 9-23-104, and W.S. 9-23-105 using information contained in the SOQ of the prime contractor and any sub-contractors, the SOI of the prime contractor, the Wyoming Resident Firm Certification form (if applicable), and the required supplemental qualification information. Additional information about the consultant short listing process may be found on the WWDC website.

The SOQ, SOI, Wyoming Resident Firm Certification (if applicable), and the required supplemental qualification information, **via email**, must be received by the WWDC no later than **2:00 p.m. on August 2, 2021**. This notice may be accessed on the WWDC website at <http://wwdc.state.wy.us>

Submit SOQ's, SOI's, Certification forms, and the required supplemental qualification information to:

Riley Taylor
Business Office Coordinator
Wyoming Water Development Office
Telephone: 307-777-7626
riley.taylor@wyo.gov