CONSULTANT PROPOSAL REVIEW 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. The Selection Committee is comprised of the following individuals, each having one vote in the selection process: 1) Two WWDC Commissioners; 2) the Planning Division Project Manager; 3) a representative from one of the following: Wyoming State Engineer's Office, UW Office of Water Programs, Wyoming Attorney General's Office, Water Resources Data System, WWDO Construction/Planning Division or other natural resource agency, and 4) One representative of the project sponsor, if applicable. The WWDC follows the Professional Architectural, Engineering, and Land Surveying Services Procurement Act. You as a reviewer should abide by this set of statutes when ranking firms before the interview process. The Criteria are based upon Wyoming Statute 9-23-105 Selection Procedures (see following page). The relevance of each Criterion to a particular project may vary with the type of project.

As found in the Wyoming Statute cited, firms shall then be ranked 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 will not be considered in the selection of firms to be interviewed. The Planning Division Administrator or his designee will collect the results of the Committee member's individual rankings and will tabulate the results. If more than 3 proposals are received, at least the top 3 firms will be invited to interview. In order to maintain consistency between Ranking Committee members, please use the following system when rating firms: Overall proposal ranking where 1 = highest score and 5 = lowest score (or up to # of proposals).

§ 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.

(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.

(c) In addition to the requirements of subsection (a) of this section, for any professional services fee estimated by the agency to be fifty thousand dollars ($50,000.00) or less, the principal representative shall select three (3) firms from which a project specific submittal shall be requested. The information provided by the firm may include an estimated fee and preliminary scope of services based on the agency's description of the work. The estimated fee, if requested by the agency, may be used as a basis along with considerations and requirements of subsection (f) of this section for selection by the principal representative of the most qualified firm for contract negotiations.

(d) Nothing in this section prohibits a principal representative from determining that fewer than three (3) firms with current statements on file or which have submitted applications before selection are qualified to perform the required professional services. If a principal representative makes that determination, subsections (b) and (c) of this section apply with respect to the firms the principal representative considers qualified.

(e) The department, in conjunction with the agencies, shall adopt rules and regulations necessary to implement the selection process provided by this section.

(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.

(g) The provisions of this act requiring selection of resident firms shall not apply if:

(i) Any part of the proposed project is to be paid or has the potential to be paid with funds from the federal government or other nonstate source; and

(ii) The federal government or the other nonstate source has applicable requirements concerning residency preferences that are inconsistent with this act.

(h) Whenever an emergency arises requiring professional services, the principal representative of an agency, the University of Wyoming, the community college district, the Wyoming business council and the Wyoming department of transportation may waive any applicable requirement of W.S. 9-23-104 and this section if the requirement endangers the health, welfare or safety of the public.