

**AGREEMENT TO PROVIDE ASSISTANCE WITH THE CAPITAL IMPROVEMENT  
PLAN  
between  
LARAMIE COUNTY, WYOMING and CIVILWORX.**

This Agreement is made and entered into by and between Laramie County, Wyoming, 310 W. 19th Street, Suite 300, Cheyenne, Wyoming, 82003 (“COUNTY”) and 1807 Capital Avenue Suite 108, Cheyenne, WY 82001 (“CONTRACTOR”).

**I. PURPOSE**

The CONTRACTOR is to provide services to the Laramie County Public Works Department to assist with developing a capital improvement plan.

**II. TERM**

This Agreement shall commence on the date last executed by the duly authorized representatives of the parties to this Agreement, and shall remain in force until completion or December 31, 2026.

**III. PAYMENT**

COUNTY shall pay CONTRACTOR for services upon receipt of the CONTRACTOR’S invoice to the COUNTY as detailed in the estimate attached hereto as Exhibit A, which is fully incorporated herein. The total payment to CONTRACTOR under this Agreement shall not exceed \$300,000 unless negotiated by both parties in writing. Payment will be made to CONTRACTOR for materials upon invoice. No payment shall be made before the last signature is affixed to this Agreement. Payments shall be in accordance with Wyo. Stat. § 16-6-602 (as amended). This project is being paid for with Federal ARPA Funds (ALN #21.027).

**IV. RESPONSIBILITIES OF CONTRACTOR**

- A. CONTRACTOR shall work with COUNTY to begin to develop a comprehensive 10-year Capital Improvement Plan.
- B. CONTRACTOR shall work closely with COUNTY in coordinating the project with the COUNTY.
- C. CONTRACTOR agrees to retain all required records for three (3) years after the County makes final payment and all other matters relating to the Agreement are concluded. CONTRACTOR agrees to permit access by the COUNTY or any of its duly authorized representatives to any books, documents, papers and records of the CONTRACTOR, which are directly pertinent to this specific Agreement for purposes including but not limited to audit, examination, excerpts, and transcriptions.

## V. GENERAL PROVISIONS

A. **Termination:** This Agreement may be terminated (a) by either party at any time for failure of the other party to comply with the terms and conditions of this agreement; upon mutual written agreement by both parties.

B. **Entire Agreement:** This Agreement (5 pages), the proposal (35 pages), and the RFP (19 pages) represent the entire and integrated agreement and understanding between the parties and supersede all prior negotiations, statements, representations and agreements, whether written or oral.

C. **Assignment:** Neither this Agreement, nor any rights or obligations hereunder shall be assigned or delegated by a party without the prior written consent of the other party.

D. **Modification:** This Agreement shall be modified only by a written agreement, duly executed by all parties hereto.

E. **Invalidity:** If any provision of this Agreement is held invalid or unenforceable by any court of competent jurisdiction, or if the COUNTY is advised of any such actual or potential invalidity or unenforceability, such holding or advice shall not invalidate or render unenforceable any other provision hereof. It is the express intent of the parties that the provisions of this Agreement are fully severable.

F. **Applicable Law and Venue:** The parties mutually understand and agree this Agreement shall be governed by and interpreted pursuant to the laws of the State of Wyoming. If any dispute arises between the parties from or concerning this Agreement or the subject matter hereof, any suit or proceeding at law or in equity shall be brought in the District Court of the State of Wyoming, First Judicial District, sitting at Cheyenne, Wyoming. The foregoing provisions of this paragraph are agreed by the parties to be a material inducement to CONTRACTOR and to COUNTY in executing this Agreement. This provision is not intended nor shall it be construed to waive COUNTY's governmental immunity as provided in this Agreement.

G. **Contingencies:** CONTRACTOR certifies and warrants no gratuities, kickbacks or contingency fees were paid in connection with this Agreement, nor were any fees, commissions, gifts or other considerations made contingent upon the award of this Agreement.

H. **Discrimination:** All parties agree they will not discriminate against any person who performs work under the terms and conditions of this Agreement because of race, color, gender, creed, handicapping condition, or national origin.

I. **ADA Compliance:** All parties agree they will not discriminate against a qualified individual with disability, pursuant to law as set forth in the Americans With Disabilities Act, P.L. 101-336, 42 U.S.C. § 12101, *et seq.*, and/or any properly promulgated rules and regulations relating thereto.

J. Governmental/Sovereign Immunity: COUNTY does not waive its Governmental/Sovereign Immunity, as provided by any applicable law including W.S. § 1-39-101 *et seq.*, by entering into this Agreement. Further, COUNTY fully retains all immunities and defenses provided by law with regard to any action, whether in tort, contract or any other theory of law, based on this Agreement.

K. Indemnification: To the fullest extent permitted by law, CONTRACTOR agrees to indemnify and hold harmless COUNTY, its elected and appointed officials, employees and volunteers from any and all liability for injuries, damages, claims, penalties, actions, demands or expenses to the extent caused from the negligent work performed by or on behalf of CONTRACTOR for COUNTY except to the extent liability is caused by the negligence or willful misconduct of COUNTY or its employees. CONTRACTOR shall carry liability insurance sufficient to cover its obligations under this provision and provide COUNTY with proof of such insurance.

L. Neither party shall be liable to the other party for consequential damages.

M. Third Parties: The parties do not intend to create in any other individual or entity the status of third party beneficiary, and this Agreement shall not be construed so as to create such status. The rights, duties and obligations contained in this Agreement shall operate only between the parties to the Agreement, and shall inure solely to the benefit of the parties to this Agreement.

N. Conflict of Interest: COUNTY and CONTRACTOR affirm, to their knowledge, no CONTRACTOR employee has any personal beneficial interest whatsoever in the agreement described herein. No staff member of CONTRACTOR, compensated either partially or wholly with funds from this Agreement, shall engage in any conduct or activity, which would constitute a conflict of interest relative to this Agreement.

O. Force Majeure: Neither party shall be liable to perform under this Agreement if such failure arises out of causes beyond control, and without the fault or the negligence of said party. Such causes may include, but are not restricted to, Act of God or the public enemy, fires, floods, epidemics, quarantine restrictions, freight embargoes, and unusually severe weather. In every case, however, a failure to perform must be beyond the control and without the fault or the negligence of said party.

P. Limitation on Payment: COUNTY's payment obligation is conditioned upon the availability of funds, which are appropriated or allocated for the payment of this obligation. If funds are not allocated and available for the continuance of the services and equipment provided by CONTRACTOR the Agreement may be terminated by COUNTY at the end of the period for which funds are available. COUNTY shall notify CONTRACTOR at the earliest possible time of the services, which will or may be affected by a shortage of funds. At the earliest possible time means at least thirty (30) days before the shortage will affect payment of claims, if COUNTY knows of the shortage at least thirty (30) days in advance. No penalty shall accrue to COUNTY in the event this provision is exercised, and COUNTY shall not be obligated or liable for any future payments due or for any damages as a result of termination under this provision.

This provision shall not be interpreted or construed to permit COUNTY to terminate this Agreement in order to acquire similar services from another party.

Q. Notices: All notices required and permitted under this Agreement shall be deemed to have been given, if and when deposited in the U.S. Mail, properly stamped and addressed to the party for whom intended at such parties' address listed herein, or when personally delivered personally to such party. A party may change its address for notice hereunder by giving written notice to the other party.

R. Compliance with Law: CONTRACTOR shall comply with all applicable laws, regulations and ordinances, whether Federal, State or Local.

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**AGREEMENT TO PROVIDE ASSISTANCE WITH THE CAPITAL IMPROVEMENT  
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between  
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**Signature Page**

**LARAMIE COUNTY, WYOMING**

By: \_\_\_\_\_ Date \_\_\_\_\_  
Chairman, Laramie County Commissioners

**ATTEST:**


By: \_\_\_\_\_ Date \_\_\_\_\_  
Debra Lee, Laramie County Clerk

**CONTRACTOR: CIVILWORX**

By:  \_\_\_\_\_ Date 02/11/2025  
Name: Justin C. Beckner  
Title: Owner

This Agreement is effective the date of the last signature affixed to this page.

**REVIEWED AND APPROVED AS TO FORM ONLY:**

By:  \_\_\_\_\_ Date 2-11-25  
Laramie County Attorney's Office

Bid Tabulation- Public Works Capital Improvement Plan  
 Wednesday December 4, 2024 at 2:15pm

<u>Bidder</u>	<u>Experience</u>	<u>Meets Specifications</u>	<u>Schedule</u>	<u>Past Performance</u>	<u>Insurance and Bond</u>	<u>Bid Price</u>
CivilWorx	Good	Yes, detailed with complete details and options.	TBD	No concerns	NA	Various prices for all required work-contract to be \$300,000



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PROJECT PROPOSAL



# CAPITAL IMPROVEMENT PLAN

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3 DECEMBER 2024

PROPOSED TO:  
Laramie County

PRESENTED BY:  
Civilworx



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## Executive Summary

Laramie County Public Works (LCPW) is embarking on an ambitious project to develop a comprehensive 10-year Capital Improvement Plan (CIP) with the expertise and guidance of the Civilworx led team. The CIP will include gravel roads, streetlights, sidewalks, and stormwater systems. The primary objectives of this CIP are multi-faceted, aimed at facilitating more efficient budget planning, enhancing the acquisition of grants for capital improvements, increasing transparency in the budgeting process, and fostering more effective collaboration with County officials.

### Project Initiation

The project will start with a kick-off meeting with key stakeholders, especially the Laramie County Public Works department. This meeting will clarify project goals, timelines, and deliverables, and establish roles and responsibilities. It is essential for setting expectations, identifying challenges, and aligning with the project's detailed scope.

After the kick-off, our team will review and compile existing data from the Cheyenne Metropolitan Planning Organization (MPO), ArcGIS data from Laramie County, and other sources. This thorough review will provide a solid foundation for the CIP, ensuring our analyses as well as recommendations are based on the most current and relevant information. This step is crucial for understanding the County's infrastructure and identifying areas needing detailed assessment and planning.

### Inventory and Mapping

**Gravel Roads:** Using advanced mobile LiDAR scanning (MLS) systems, we will collect high-resolution LiDAR data and 360° imagery for Laramie County's gravel roads. This cutting-edge approach allows rapid data gathering and automated identification of deficiencies like rutting, corrugation, and potholes. Processed with tools such as TopoDOT, the data will generate detailed metrics and PASER (Pavement Surface Evaluation and Rating) scores for each 5-mile road segment, ensuring consistent and objective maintenance prioritization.

Survey results will update Geographic Information System (GIS) layers to reflect current road classifications. A comprehensive Gravel Management Plan will feature a color-coded map showing road conditions, highlighting critical areas needing attention and segments requiring routine maintenance. The plan will include budget analyses exploring the impact of different funding levels on maintenance outcomes. By combining advanced technology with robust analysis, we aim to deliver actionable insights, enabling strategic planning and informed management of the County's gravel road infrastructure.

**Streetlights:** We will conduct a thorough inventory and assessment of all County-maintained streetlights, carefully documenting the type and condition of each fixture and pole. This includes details such as bulb

types (HPS, LPS, LED) and the structural integrity of the poles. By identifying outdated or poor-condition streetlights, this assessment will provide a comprehensive understanding of the County's lighting infrastructure, helping to prioritize upgrades and maintenance needs effectively.

Building on this inventory, we will develop a detailed 10-year Capital Improvement Plan (CIP) for streetlight replacement and retrofitting. This strategic plan will prioritize upgrades based on condition, age, and energy efficiency, offering a clear roadmap for improving safety, reducing costs, and enhancing the County's streetlight infrastructure.

**Sidewalks:** Our assessment covers 15 miles of sidewalk and 35 intersections, including 140 ADA ramps. Using mobile LiDAR scanning (MLS), we will collect high-resolution data on sidewalk and ramp conditions, ensuring engineering-grade accuracy with GPS-surveyed control points for ADA compliance analysis. Engineers, inspectors, and GIS analysts will evaluate slopes, widths, ramp lengths, and landing areas using TopoDOT, identifying non-compliant features.

Deliverables include a color-coded map, a detailed compliance report, prioritized repair recommendations, GIS shapefiles, and LAS-format point cloud data to aid long-term planning. Budget scenarios will outline funding needs and impacts, creating a strategic roadmap for ADA-compliant sidewalk improvements.

**Stormwater Systems:** We will gather and compile all available stormwater infrastructure documents, review as-built maps, and fill data gaps through staff interviews. A comprehensive database and map will detail materials, blockages, and sewer sizes, enabling efficient assessments and upgrades. A color-coded map and a 10-year CIP will prioritize infrastructure projects with cost estimates to support planning and decision-making.

**Data Integration and Reporting:** All inventory and assessment data will be compiled into a GIS-compatible digital database, integrating as-built maps and field reports. This system will enable efficient infrastructure management, including visualization, trend analysis, and prioritization.

The CIP will include project descriptions, cost estimates, and funding sources, allowing County staff to update and adjust as priorities evolve. Each project will outline its scope, benefits, timeline, and costs, with funding strategies like grants and bonds to ensure actionable, long-term asset management.

**Presentation and Review:** The team will prepare a tailored presentation for the Board of County Commissioners (BOCC), summarizing critical CIP elements, infrastructure priorities, costs, and funding strategies, ensuring clarity and informed decision-making.

Following the presentation, the team will actively engage with the BOCC to gather feedback and address any concerns or suggestions from the commissioners. This feedback will be incorporated into the final version of the CIP document, refining and enhancing the plan to better align with the County's strategic goals and resource availability. This process ensures that the CIP is not only a planning tool but also a dynamic document tailored to the evolving needs and insights of the County leadership.

**Additional Scope Items:** The project team will also address several additional scope items to further enhance the comprehensiveness of the plan. These include:

- **Traffic Counts:** Conducting traffic counts at strategic locations throughout the county to gather data on road usage and inform prioritization of road maintenance and improvements. A layer file will be created to integrate this data into the ESRI ArcGIS system.
- **Stormwater Inventory and CIP:** Creating a detailed inventory and map of the County's stormwater mains, including assessments of age, condition, and capacity. A comprehensive CIP will be developed to prioritize stormwater infrastructure upgrades and replacements, and a layer file will be created for ESRI ArcGIS integration.
- **Sidewalk Inventory and CIP:** Conducting a thorough assessment of the County's sidewalks, including ADA compliance checks and condition evaluations. A detailed inventory and map will be created, along with a CIP to guide sidewalk maintenance and improvements. This data will also be integrated into the ESRI ArcGIS system.

This comprehensive approach ensures that Laramie County will have a strategic and actionable plan for managing and enhancing its infrastructure assets over the next decade. By leveraging advanced data collection and analysis techniques, and incorporating feedback from County officials and the community, the CIP will serve as a vital tool for guiding the County's infrastructure investments and ensuring the continued provision of high-quality services to its residents.

Our team is committed to providing Laramie County with an industry-leading technology solution. We understand the value this technology can provide and invite you to explore a sample dataset we prepared for you. The link below will take you to 3D GIS web application where you can interact with the colored point cloud data and 360 imagery using a standard web browser. Use the web link or QR code provided to open web application, then enter the login information provided.

Web Application

<https://gis.pickettusa.com/LaramieCIP/>

Login Info:

Username: LaramieCounty\_CIP

Password: X,Gj4#ZD%o=QX

Web App Navigation – Use bookmark tabs to jump to locations of interest in the model/point cloud





December 2, 2024

Mr. Molly Bennett  
Director of Public Works  
13797 Prairie Center Circle  
Cheyenne, WY 82091  
(307)633-4302  
molly.bennett@laramiecountywy.gov

Re: REQUESTS FOR PROPOSALS FOR LARAMIE COUNTY CAPITAL IMPROVEMENTS PLAN

Dear Molly,

The CivilWorx led team seeks consideration from Laramie County for the Laramie County Capital Improvements Plan Project. Our team is made up of firms with a wide range of services and experience in Capital Improvement Plans and assessments and includes ESP Associates.

Our team includes seasoned senior project managers, designers, CAD specialists, GIS specialists, surveyors, and engineering professionals. This range of experience translates into unparalleled efficiency in our design process, regulatory coordination, and deliverable production. Committed to excellence and adding substantial value to each endeavor, our team stands as a reliable partner in realizing your project vision.

Our team understands the primary objectives of this CIP are multi-faceted, aimed at facilitating more efficient budget planning, enhancing the acquisition of grants for capital improvements, increasing transparency in the budgeting process, and fostering more effective collaboration with County officials. Civilworx is experienced and well positioned to guide the County through this process.

If you have any questions, please don't hesitate to contact us at 307-514-1012. Our team would be honored to serve Laramie County's civil engineering needs.

Sincerely,

A handwritten signature in blue ink, appearing to read 'Justin C. Beckner'.

Justin C. Beckner, P.E.  
Principal  
CivilWorx, LLC

A handwritten signature in black ink, appearing to read 'Kelly W. Hafner'.

Kelly W. Hafner, P.E.  
Sr. Project Manager  
CivilWorx, LLC



## Business Overview

**Lead Consultant: Civilworx, LLC**

**Address: 1807 Capitol Avenue, Suite 108, Cheyenne, WY 82007**

**Website: [www.civilworxeng.com](http://www.civilworxeng.com)**

Civilworx, LLC will lead this project, leveraging their extensive experience in both public works and land development projects. Established in 2017, Civilworx is committed to delivering exceptional service to public and private clients at fair rates. The majority of the project work will be conducted from the Cheyenne office, with additional support from the Fort Collins office.

### **Scope of Work:**

**Gravel Road Assessment:** Civilworx will perform detailed assessments of existing gravel roads within the project area, identifying areas requiring improvement or reconstruction to enhance durability and safety.

**Storm Sewer Assessment:** The firm will assess the current storm sewer systems, identifying deficiencies and designing solutions to improve stormwater management and mitigate flooding risks.

**Street Light Assessment:** Civilworx will consult with a licensed electrician to assess the current street lighting infrastructure, identifying areas needing upgrades or additional lighting to improve visibility and safety.

**Sidewalk Assessment:** The team will evaluate the condition of existing sidewalks, proposing enhancements to meet current safety standards and ADA compliance.

### **Subconsultants: ESP Associates/Pickett Engineering**

**Address: 3475 Lakemont Boulevard, Fort Mill, SC 29708**

**Website: <https://espassociates.com>**

ESP Associates, will conduct their tasks with their Cheyenne-based personnel. ESP Associates brings extensive experience in surveying and geospatial engineering with the staff on this project having more than 35 years in the field.

### **Scope of Work:**

**GIS Incorporation:** ESP Associates will focus on incorporating inventory and mapping data into the ESRI ArcGIS system as outlined in the RFP, ensuring thorough assessments and high-quality deliverables.

**Gravel Road Assessment:** ESP will provide LIDAR surveying and topoDOT analysis of the gravel roads to prepare the data for the assessment

**Sidewalk Assessment:** ESP will provide LIDAR surveying and topoDOT analysis of the sidewalks to prepare the data for the assessment



2024

# System Concept and Solution



The Civilworx led team will assist Laramie County with developing a comprehensive 10-year Capital Improvement Plan (CIP) for its infrastructure, encompassing gravel roads, streetlights, sidewalks, and stormwater systems. The primary objectives for the CIP are to facilitate budget planning, enhance grant acquisition for capital improvements, increase transparency in budgeting, and support effective collaboration with County officials.

We will be creating an inventory and mapping of the County's infrastructure, integrating existing data with new assessments. The data may include traffic counts, condition reports, and the compilation of the information into a format compatible with ArcGIS. The final CIP document will be created with standard software application so that it can be incorporated into the County's budget documentation and be maintainable by County staff.

# System Concept and Solution



A more detailed work plan is included in the Program section of the proposal, but the general plan is as follows:

## 1. Project Initiation:

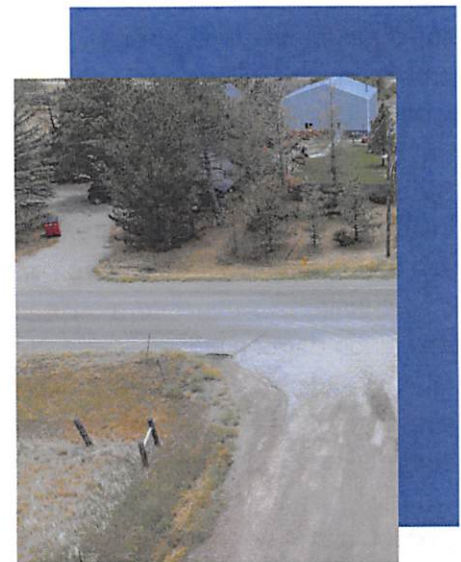
The project will start with a kick-off meeting with Laramie County Public Works (LCPW) to establish project goals, timelines, and deliverables. We'll discuss the 10-year Capital Improvement Plan (CIP) objectives, create a project schedule, and define stakeholder roles. This meeting is crucial for aligning expectations and identifying challenges.

After the kick-off, our team will review and compile existing data, including documents from the Cheyenne MPO and ArcGIS data from Laramie County GIS Cooperative. Using this data, we'll build a solid foundation for the CIP, ensuring our analyses and recommendations are informed and current, essential for understanding the County's infrastructure and planning needs.

## 2. Inventory and Mapping:

**Gravel Roads:** Using cutting-edge mobile LiDAR scanning (MLS) technology, we will collect high-resolution LiDAR data and comprehensive 360° imagery to assess the condition of Laramie County's gravel roads. This advanced method allows for efficient and precise data acquisition, significantly enhancing the speed and accuracy of condition assessments. Leveraging this state-of-the-art technology, our team can automatically identify common deficiencies, including rutting, corrugation, and potholes, while capturing detailed road characteristics such as cross slopes, gradients, and surface irregularities. This comprehensive dataset ensures that every aspect of the road network is documented with unparalleled precision.

The acquired data will be processed using industry-leading software, such as TopoDOT, to generate in-depth analyses and metrics for each 5-mile road segment. A key outcome of this process is the application of the PASER (Pavement Surface Evaluation and Rating) framework, which provides an objective and consistent rating methodology. This systematic approach enables the prioritization of maintenance and rehabilitation efforts based on standardized criteria, ensuring resources are allocated to the areas of greatest need. By combining advanced technology with rigorous analysis, this process not only addresses immediate maintenance requirements but also establishes a robust foundation for long-term strategic planning and infrastructure management.



# System Concept and Solution



Based on the survey results, we will develop a comprehensive Gravel Management Plan. This plan will include a color-coded map that visually indicates the condition of each road segment that was analyzed, from satisfactory to extremely poor. This map will serve as a vital tool for identifying areas that require immediate attention versus those that need routine maintenance. Additionally, we will provide a detailed budget analysis that includes various scenarios for road maintenance and improvements. This analysis will consider different funding levels and their impact on road conditions over time, offering the County multiple options to balance financial constraints with infrastructure needs. By presenting these scenarios, we aim to support informed decision-making and strategic planning for the County's gravel road maintenance program.

**Streetlights:** We will assess the 20 County-maintained streetlights along the South Greeley Highway and in the Archer Complex. This will involve documenting the type and condition of each lighting fixture and pole, including details such as the bulb type (e.g., High-Pressure Sodium (HPS), Low-Pressure Sodium (LPS), Light Emitting Diode (LED)) and the structural condition of the poles. This assessment will help identify streetlights that are outdated or in poor condition, providing a clear understanding of the current infrastructure status.

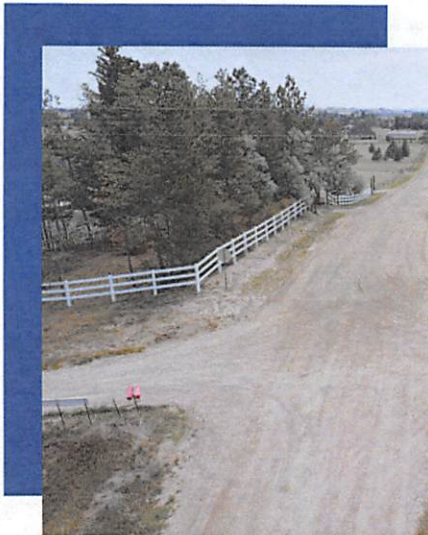
Building on this inventory, we will develop a detailed 10-year Capital Improvement Plan (CIP) for the replacement and retrofitting of streetlights. This plan will outline a strategic approach to upgrading the lighting infrastructure, prioritizing replacements based on condition, age, and energy efficiency. By presenting this 10-year CIP, we aim to provide a clear roadmap for enhancing the County's streetlight infrastructure, improving safety, and achieving cost savings through energy efficiency improvements.

**Sidewalks:** The sidewalk assessment initiative covers approximately 15 miles of sidewalks and 35 intersections, encompassing around 140 ADA ramps within the project scope. This comprehensive evaluation focuses on ensuring compliance with ADA standards through detailed analysis and data-driven insights. Advanced mobile LiDAR scanning (MLS) technology will be deployed to collect high-resolution data on sidewalk and ramp conditions, enabling precise documentation of physical characteristics and potential deficiencies. To ensure engineering-grade positional accuracy, strategically placed ground control points will be established and surveyed using cutting-edge GPS equipment, forming the foundation for a rigorous compliance review.

Collaboration among engineers, field inspectors, and GIS analysts will be integral to this process, ensuring the collection of accurate metrics and the creation of a robust dataset. This dataset will facilitate the prioritization of current and future improvement projects. Using industry-leading software like TopoDOT, the data will be meticulously analyzed to evaluate critical elements such as slopes, widths, ramp run lengths, and landing areas. Any features failing to meet ADA standards will be identified, cataloged, and incorporated into the assessment's findings. This approach provides a reliable, systematic framework for identifying non-compliant infrastructure and delivering actionable insights to guide future infrastructure upgrades and ensure ADA compliance.



# System Concept and Solution



**Stormwater Mains:** The project team will coordinate with Laramie County to gather all available documents related to the County's stormwater infrastructure. As-built maps and reports will be reviewed and compiled into an inventory to identify data gaps, which will be supplemented by querying the Laramie County and City of Cheyenne portals. The team will also interview County staff to gather additional information on stormwater components, primarily piped features. A plan for field visits and visual inspections will be formulated to address critical data gaps.

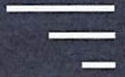
After compiling the data, the project team will create a comprehensive database and map, enabling the County to quickly assess the state of stormwater infrastructure at specific locations. The inventory will include details such as materials, blockages, and sizes of storm sewers. Stormwater components will be assessed and rated, prioritizing upgrades and replacements based on capacity and field conditions. A color-coded map will visually represent these priorities.

**Data Integration and Reporting:** The project team will compile all inventory and assessment data into an ArcGIS-compatible format, integrating various data sources into a cohesive digital database. This GIS database will enable efficient management and spatial analysis of the County's infrastructure assets, making it easier to identify trends, prioritize projects, and plan for future needs.

Additionally, the Capital Improvement Plan (CIP) document will be designed for compatibility with MS Office applications like Excel and Word, ensuring easy updates and maintenance by County staff. This approach will integrate seamlessly with the County's existing workflows, allowing staff to adjust as new data becomes available or priorities shift.

### 3. Presentation and Review:

The project team will prepare a comprehensive presentation of the Capital Improvement Plan (CIP) specifically tailored for the Board of County Commissioners (BOCC). This presentation will effectively summarize the key components of the CIP, highlighting critical infrastructure projects, projected costs, and potential funding strategies. The presentation will be designed to facilitate clear communication of the plan's objectives, priorities, and benefits, ensuring that the BOCC has all the necessary information to make informed decisions. Following the presentation, the team will actively engage with the BOCC to gather feedback and address any concerns or suggestions from the commissioners. This feedback will be meticulously incorporated into the final version of the CIP document, refining and enhancing the plan to better align with the County's strategic goals and resource availability. The finalization of the CIP document will include updating any project details, budgets, and timelines based on the BOCC's input, ensuring that the document is both accurate and reflective of the County's priorities. This process ensures that the CIP is not only a planning tool but also a dynamic document tailored to the evolving needs and insights of the County leadership.



2024

# Program



The Civilworx led team will assist Laramie County with developing a comprehensive 10-year Capital Improvement Plan (CIP) for its infrastructure, encompassing gravel roads, streetlights, sidewalks, and stormwater systems. The detailed process for doing the assessment of each type of infrastructure as well as developing the GIS mapping is included in the following pages:

# Program



## Gravel Road Assessments:

### Data Collection

The initial phase of the gravel road assessment project will involve comprehensive data collection. This will include gathering existing data, conducting field surveys, reviewing 2006 Paving Decisions for Laramie County Roads by Benchmark Engineers, P.C. and collecting input from various stakeholders to ensure a thorough understanding of the road conditions.

### Maintenance Identification

We will distinguish between roads maintained by the county and those under private maintenance. This classification will help in prioritizing assessments and understanding the maintenance practices affecting road conditions.

### Tier System Creation

To prioritize and manage the assessment process, we will establish a tier system:

- Tier 1: Needs Analyzed
  - Roads in this tier will be analyzed as a priority.
- Tier 2: Analyze if Possible
  - Roads in this tier will be analyzed if resources and time allow.
- Tier 3: Not Analyzed This Year
  - Roads in this tier will be deferred for future analysis.

### Information for determining the tier placement will be sourced from:

1. County Staff
  - Interviews with maintenance staff to understand routine maintenance practices and issues.
  - Discussions with engineering and planning departments to gather insights into infrastructural plans and challenges.
2. Community Input
  - Establish a community page where residents can rate their own county roads, providing localized insights and highlighting problem areas from the community's perspective.
3. Traffic Data
  - Obtain traffic data from the Cheyenne Metropolitan Planning Organization.
  - Use traffic counts to prioritize roads with higher usage.
4. Working with Laramie County School District #1 and #2 staff
  - Setup interviews with Bus Drivers to discuss road conditions
5. Areas analyzed from 2006 Paving Decisions for Laramie County Roads (Benchmark Engineers)
  - Critical Sections Identification
  - Once critical sections of the roads are identified based on the tier system, the assessment process will begin. The assessments will be divided into 5-mile segments to ensure detailed and manageable evaluations.

# Program

## Assessment Process

### 1. Data Collection

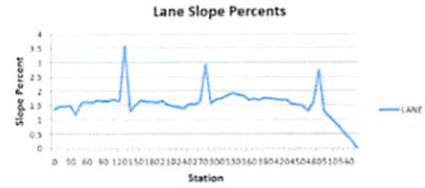
- Technology Utilized: Mobile LiDAR scanning (MLS) using the Riegl VMX-1HA system paired with a Ladybug 5 360° camera.
- Scope of Collection:
  - High-resolution LiDAR data and 360° imagery will be collected across all gravel roads within the County.
  - A single vehicle pass will collect comprehensive data with 10–20 cm absolute positional accuracy and 5 mm relative precision.
  - Coverage: Up to 120 miles of data per day, with an average of 50 miles per day for larger projects



Figure 1- Ave D North of Transfer Station – Colorized point cloud from MLS data

### 2. Data Processing and Analysis

- Software: TopoDOT will be used to process the collected LiDAR and imagery data.
- Analysis:
  - Cross-slope and longitudinal slope measurements taken every 1,000 feet within 5-mile segments.



STATION	LANE 1		LANE 2	
	WIDTH	SLOPE PERCENT	WIDTH	SLOPE PERCENT
0	8.96	1.38	11.852	2.24
10	8.96	1.47	11.861	2.43
20	8.96	1.67	11.864	2.10
30	8.96	1.5	11.854	2.10
40	8.96	1.18	11.852	2.42
50	8.96	1.61	11.856	2.32
60	8.96	1.62	11.8	2.88
70	8.96	1.61	11.798	2.52
80	8.96	1.67	11.801	2.17
90	8.96	1.68	11.831	2.88
100	8.96	1.68	11.839	2.62
110	8.96	1.7	11.902	2.88
120	8.96	1.85	11.941	2.52
130	8.96	1.88	11.936	2.18
140	8.96	1.29	11.972	2.88

Figure 2 - Gravel Road Lane Cross Slope Report

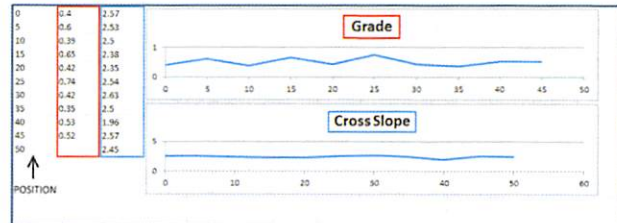


Figure 3 - Gravel Road Grade Report

- Automated assessment of surface deficiencies, including:
  - Ruts: Longitudinal surface depressions caused by traffic.
  - Potholes: Circular or irregular surface holes due to wear or water retention.
  - Washboarding: Repeated wave-like surface patterns.
  - Swells, heaving, and depressions: Localized raised or lowered areas indicating subsurface issues.

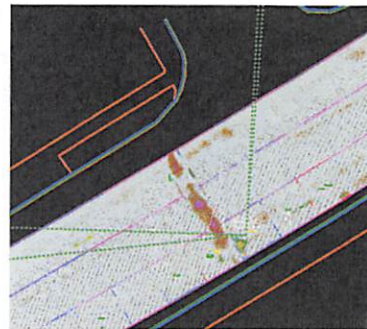


Figure 4 - Gravel Road Analysis Surface Analysis in TopoDOT

# Program



### 3. PASER Condition Rating

- Methodology: The PASER (Pavement Surface Evaluation and Rating) system tailored for gravel roads will be applied.
  - Deficiency Scoring: Based on LiDAR and imagery analysis, roads are rated from 1 (Failed) to 5 (Excellent) according to key characteristics:
    - Crown, drainage, and gravel conditions.
    - Types and severity of defects, such as washboarding or potholes.
  - Initial Analysis: Completed for all 5-mile road segments.

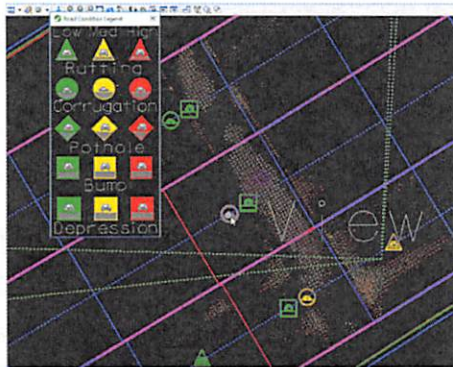


Figure 5 - Gravel Road Analysis Deficiencies Marked in TopoDOT

### 4. Detailed Field Reassessment

- Roads with ratings of 2 (Poor) or below will undergo targeted onsite reassessments to:
  - Identify precise maintenance needs.
  - Validate and refine LiDAR-derived condition ratings.

### 5. GPS and Feature Extraction

- All assessed roads will be tracked with GPS for accurate location data.
- Asset features, including pavement edges, utility structures, and signage, will be tagged and cataloged using AI-based software.

### 6. Mission Planning

- Route Optimization: Pre-planned daily routes using ArcGIS, Google Earth, and Certainty3D's TopoMission software.
- Image Quality Optimization:
  - North-South routes collected in mornings and late afternoons.
  - East-West routes collected midday to leverage optimal sun angles.
- Dynamic Adjustments: Routes adapted to avoid rain, construction zones, traffic issues, or accidents.

### 7. Deliverables

- Reporting:
  - Tabular summaries of PASER ratings and deficiencies for all 5-mile segments.
  - GIS datasets mapping road conditions.
  - PDF map sets (up to 12 figures) for the County's top 5 priority corridors.



### Priority Analysis:

- Detailed analysis of selected corridors covering up to 5% of the total road network.
- Digital elevation models and slope calculations are provided for areas needing improvement.

Rating	Condition	Key Characteristics	Measurement Values	Maintenance Needs
5	Excellent	New construction; excellent crown, drainage, and gravel	Crown: 4-6", no defects	No maintenance required
4	Good	Good crown and drainage; minor surface issues	Slight washboarding (<1"), loose gravel, light dust	Routine grading, minor maintenance
3	Fair	Adequate crown, ditches on >50%; moderate surface defects	Moderate washboarding (1-2"), some potholes (<2"), dust	Regrading, spot gravel, ditch cleaning
2	Poor	Insufficient crown (<3"), inadequate ditches (<50%)	Severe washboarding (>3"), ruts (1-3"), potholes (2-4")	Major gravel, drainage, and crown work
1	Failed	Severe defects, poor drainage, bowl-shaped road	Severe rutting (>3"), potholes (>4"), extensive defects	Complete reconstruction

# Program



## Streetlight Assessment

1. Data Collection
  - Work with County staff and existing available data to obtain locations and construction years for all streetlights. Research current equipment and maintenance logs.
2. On-Site Field Reviews
  - Determine the condition of current lighting.
  - Prepare a spreadsheet listing equipment condition, pole types, luminaires, and a replacement schedule.
  - Provide a spreadsheet showing current kilowatt hours and potential cost savings from converting to LED.

## Sidewalk Assessment

1. Standards Determination
  - Meet with County staff to establish evaluation standards, likely exceeding federal levels.
2. Inventory Scope
  - Catalog curb ramps, crossings, site ramps, and sidewalks.
3. Inspection Criteria
  - Curb Ramp Details: Type, landing size, ramp size, counter gradient, flares, and detectable warning surface.
  - Meet or exceed federal guidelines (PROWAG and 2010 Standards).
4. Data Collection
  - Technology: Use Mobile LiDAR Scanning (MLS) to assess sidewalk conditions within urbanized County areas.
    - Coverage: Up to 15 miles of sidewalks and 35 intersections (140 ADA ramps).
  - Ground Control Points: Establish ground control points every 1,200 feet to achieve high-accuracy data necessary for ADA compliance and future design.
  - Deliverables: Provide engineering-grade positional accuracy data in LAS format for County use in future repairs, upgrades, and replacements.



Figure 6 - Ave C @ East Jefferson – Colorized MLS point cloud data

5. Field Collection
  - Collect high-resolution data across identified infrastructure within public rights-of-way.
  - Focus on:
    - Running and cross-slope measurements.
    - Ramp run lengths and landing area dimensions.
    - Widths of sidewalks and ramps.
6. Surveying
  - Control Data: Use survey-grade GPS to establish critical elevation and ground control points.
  - Positional Accuracy: Collect data adhering to engineering-grade standards to support ADA compliance.
7. Post-Field Data Verification
  - Quality Control: Ensure completeness and accuracy of data through detailed follow-up assessments.
  - Reporting: Identify compliant and non-compliant features based on ADA guidelines.
8. Data Analysis and Prioritization
  - Analysis: Use TopoDOT software to measure slopes and analyze dimensions, identifying non-compliance based on ADA standards:
    - Slopes exceeding 8.33% (1:12 ratio).
    - Cross slopes greater than 2.08% (1:48 ratio).
    - Insufficient widths (less than 3 feet).
    - Prioritization: Provide GIS shapefiles, PDF figures, and a list of recommendations for upgrades to achieve ADA compliance.

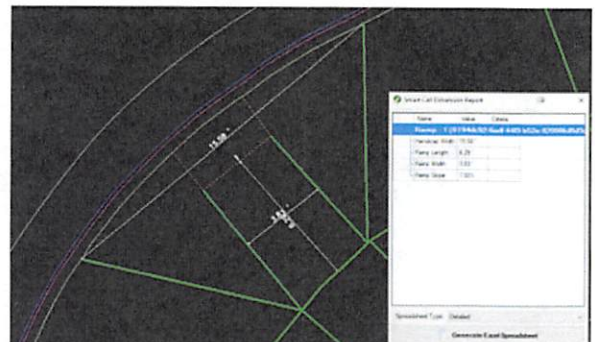


Figure 8 - ADA Ramp Analysis in TopoDOT

# Program



## 9. Reporting and Deliverables

- Summarized lists of compliant and non-compliant features.
- GIS shapefiles pinpointing areas of compliance.
- Prioritized action plans with recommendations for achieving ADA compliance.
- A web application with colorized point cloud data and 360° imagery for interactive review.

## Stormwater Inventory/Assessment

### 1. Data Collection

- Obtain documents related to stormwater infrastructure.
- Review and compile as-built maps and reports.
- Fill data gaps from other sources and conduct field visits and inspections.

### 2. Data Compilation

- Create a database and map for quick assessment of infrastructure.
- Identify materials, age, slope, and size of each stormwater main.

### 3. Assessment and Rating

- Assess and rate stormwater infrastructure for upgrades and replacement.
- Prioritize based on capacity, age, and condition.

### 4. Create a color-coded priority map. Capital Improvement Plan (CIP)

- Create a 10-year summary CIP for stormwater infrastructure.
- Provide estimated costs for upgrades and replacements.

### 5. GIS Option

- Provide a layer file with stormwater inventory, CIP placements, and estimated costs.

## GIS Approach

### 1. Field Mapping Application and Inspection Forms

- Use existing County GIS data for field collection.
- Compile and prepare features for mobile field mapping applications.
- Use ESRI Field Maps and Survey123 forms for asset location and condition identification.
- Upload data to project portal for progress tracking and automated data entry into GIS geodatabases.

## 2. Assets for Field Collection

- Gravel Roads: Verify and update existing GIS data.
- Streetlights: Physical inventory and condition assessment.
- Sidewalks: Comprehensive sidewalk and curb ramp assessment.
- Stormwater Systems: Inventory of stormwater features.
- Archer Complex Water and Wastewater: Inventory of water and wastewater infrastructure.

## 3. GIS Mapping and Analysis

- Create detailed GIS layers for County assets.
- Produce color-coded condition and priority figures.
- Conduct spatial analysis for priority projects.
- Incorporate traffic counts into the asset geodatabase.

## 4. Deliverables

- GIS Database: Updated layers for gravel roads, streetlights, sidewalks, stormwater systems, and Archer water/wastewater.
- Condition and Priority Maps: Color-coded condition and maintenance priority figures.
- Figure Format: Provide figures as 11x17 PDF documents.
- File Formats: ESRI ArcGIS-compatible formats (shapefiles and geodatabases).

## Capital Improvements Plan

### 1. Cost Estimating

- Develop cost and quantity estimates for streetlight, sidewalk, and stormwater infrastructure repairs or replacements.
- Provide cost estimates for traffic counts.
- Include operational and maintenance costs, overall capital project costs, and project timelines.
- Estimate cost savings for converting to LED streetlights and replacing sidewalk segments and curb ramps over 10 years.
- Prepare detailed 5-year CIP and summary 10-year CIP for stormwater mains.

### 2. Capital Improvement Plan (CIP)

- Create an inventory and mapping as outlined above for gravel roads, street lights, and sidewalks.
- Develop ranking criteria to indicate the priority needs
- Coordinate with County staff for ranking
- Research ranking criteria from other jurisdictions in the area
  - Discussion with municipalities staff
  - Reviewing documentation in other CIP's
- Create a presentation and present the final report at a Board of County Commissioners Meeting.



# Added Value Options

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We have included the following added value options that we think could provide the County with other processes that we feel could enhance the assessments of the infrastructure and/or enhance options for the future funding of the projects.



# Added Value Options



## Gravel Road Assessments:

### 1. AURA

The AURA processing system can be utilized with either drone data collected via the following process or utilizing the data from the mobile LIDAR approach above. The AURA program creates an objective/numerical/repeatable process for classifying the gravel road. The AURA programs utilizes AI to analyze the gravel road based on the Army Unsurfaced Road Maintenance classification system. The system rates roads from 0 – 100 based on the amount of distress based on the respective level of severity of potholes, wash boarding, ruts, float aggregate, and the crown %. Once the desired road system analysis has been completed, road assessments are completed, and the system can be "ranked" or graded. If desired, 3D renderings of imaged roads can be created to demonstrate issues, for example the crowning of a section.

### Drone process:

- Once the appropriate section is determined we will pilot the drone with a minimum of two passes over the section of road.
- The drone will be flown at a maximum of 20 MPH and images will be taken with 80% overlap tangentially and 40% horizontally.
- The drone data is then uploaded and or processed through Agisoft, Metashape, or Pix4D.
- Once the data has been processed it can be analyzed by the AURA program.

### 2. CIP Web Application:

- Web App Development and Publishing: An interactive web application will be provided to the County for visualizing the plan data and results. The web application will include the features collected during the inventory/inspection phase, data presented in the report figures, and identification of priority projects. The web application will be hosted on ESP-Pickett web servers for approximately 6 months to give the County time to work through formal approval of the plan and integrate the data into its GIS databases and web applications.

After 6 months, a \$1,000/month hosting fee will be assessed for storing and managing the data.

### 3. 360 Imagery Viewer for Roadways

- Web App Integration: 360 imagery collected by field teams for roadway condition documentation could be integrated into the web application. Georeferenced imagery can be uploaded to the project web server and published for access by County staff and the project team. Hosting of the 360 imagery will only be provided if the web application task is selected.

### 4. Street Signs:

- Inventory and Assessment: A physical inventory and condition assessment of County-maintained street signs will be undertaken, noting the type, size, and condition as part of the gravel roadway assessment. GIS-based field mapping and inspection forms will be used to standardize data collection for compilation into an asset inventory geodatabase. Assessment data will be provided in GIS format, but PDF figures will not be produced.

### Paved Roads:

Review and Assistance: Although a paved roads assessment has been completed separately, the team will review and incorporate the paved road inventory and condition data into the GIS system. A color-coded condition figure, traffic volume figure, and maintenance priority figure will be created.



# Relevant Experience and References

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The Civilworx led team has worked together on several public infrastructure projects that have progressed from conceptual planning and programming to preparing final plans and ultimately providing construction administration / observation services. This full spectrum of experience provides our clients with valuable insight by bringing construction issues into consideration early in the project. The following pages provide information from several projects that are similar in nature and/or share some similarities with portions of this project and present a representative sample of the work done by the project team.

### Childs Draw Drainage Masterplan

The Childs Draw project is just getting started with the field reconnaissance and background research to develop a hydrological model of the existing conditions and estimate the future conditions based on engineering principles and practices for this region. Once completed the hydrological assessments and develop hydraulic (floodplain) models to use to outline potential special flood hazards areas. The estimated floodplain hazard areas will be utilized to develop damage assessments and develop recommendations and cost estimates for potential improvements within the area of interest. The part of the assessment includes benefit cost assessments to assist the County with future decision making.

This scope of work also includes coordination with the County and public outreach to convey the results of the assessments and gather feedback from the community. The end result is a formal drainage master plan report which includes narratives, figures, cost estimates, and mapping for use by the County and the community for guidance with future project and development within the AOI.

Location: Laramie County,  
WY  
Client: Laramie County  
Contact: Molly Bennett  
307-633-4302  
Designed: 2021  
Constructed: TBD



Location: Laramie, WY  
Client: ALM2S  
Contact: Brad Massey  
970-223-1820  
Designed: 2023-2024  
Construction: 2024-2025

### University of Wyoming - New Residence and Dining Halls

Kelly is project manager for this road reconstruction project in the center of Laramie and the campus of the University of Wyoming. This project included dual roundabouts at Willett Drive and Iverson Avenue along 15th Street. The urban corridor reconstruction included extensive utility redesigns and enhancements for pedestrians and a large bus transit stop. The project budget was approx. \$6M and is currently under construction in 2024 and anticipated to be completed in 2025. This project was constructed concurrently with the new dining and residence halls.

### University of Wyoming – New Residence and Dining Halls

CivilWorx is currently in the construction document phase of the new student housing and dining facilities located west of the intersection of Sorority Row and North 15th Street. This 9-acre site includes complicated utility infrastructure improvements, roadway and roundabout and street improvements as well of a variety of site improvements. Site improvements include pedestrian corridors, fire department access, and general service access. The project requires integration with architectural designs, landscaping designs, and all design disciplines working on the project. The project started planning in late 2020 and with construction beginning in the fall of 2022 and wrapped up in 2025.

Location: Laramie, WY  
Client: ALM2S  
Contact: Brad Massey  
970-223-1820  
Designed: 2021-2022  
Constructed: 2023-2025

## Spring Canyon District Engineer

CivilWorx has been assisting Spring Canyon Water and Sanitation District (SCWSD) with engineering expertise since September 2018. We have provided various services, including:

### District Specific Standards

CivilWorx added the following addenda to the FCLWD standards for SCWSD: Cast iron body for a meter cover located in traffic areas, Pex-a (or municipex) allowed for service lines in addition to Type K Copper, Tandem meter setters to allow for PRV's in high pressure water zones, and a specification of ¾" Short Sensus iPERL meters to be provided by the District in most cases. The Pex-a pipe allows property owners to use a reliable material for their service lines at a fraction of the price of copper.

### Water Pressure Zone Map

Due to extreme grade changes in the topography, the District has many locations with high water pressure. The water pressures are not controlled with PRV's in the mainlines because of the way water travels back and forth throughout the system. The District recommends placing tandem meter setters with PRV's in the meter pits. Civilworx prepared the pressure study to determine the areas where they would be needed.

### Engineering Alternatives for Sewer Over Inlet Canal

The District has a sewer line attached to a pedestrian bridge that goes over Hansen Feeder Canal (which feeds Horsetooth Reservoir). Due to the potential liability of a leak from this pipe, CivilWorx had the assembly structurally assessed and presented the Board with alternatives to reduce liability and risk of pipe failure.

Location: Fort Collins, CO  
Client: SCWSD  
Contact: Corey Williams  
970-226-5605  
Designed: 2020  
Constructed: 2020 - 2021

Location: Fort Collins, CO  
Client: SCWSD  
Contact: Corey Williams  
970-226-5605  
Designed: 2020  
Constructed: 2020 - 2021

## Spring Canyon Capital Improvements Plan

CivilWorx completed a 10-year Capital Improvement Plan (CIP) for Spring Canyon Water and Sanitation District (SCWSD). The CIP reviewed the water and sewer requirements and demands and prepared a plan to balance those needs with the financial capability of the District.

### Water CIP

Water projects in the CIP were prioritized based on system vulnerability, maintenance needs, and changes in regulations. Much of the District's water infrastructure consists of single feed lines. The majority of the initial recommended projects focused on strengthening the central transmission system and adding loops for redundancy where terrain and other restrictions allowed. The next series consisted of replacing manual water meters with digital water meters to increase the accuracy of meter reads and to free up much needed operator time. Future projects recommended in the CIP remove a bottleneck in the system created by inconsistent pipe sizes, look into replacing and coating tanks to meet current regulations, and add air relief to the system to increase pump longevity and overall system efficiency.

### Sewer CIP

Sewer projects were determined based on system liability and analysis of the existing available sewer videos. The highest priority project was to analyze and provided engineering alternatives to address a sewer line at minimum grade that is suspended above the Horsetooth inlet Canal. The order of the remaining sewer projects was determined using a comparative analysis of the condition of the pipe and amount of pipe to be replaced along varying streets.

## Fort Collins- Loveland Water District Miscellaneous Support

CivilWorx has supported Fort Collins Loveland Water District (FCLWD)/South Fort Collins Sanitation District (SFCSD) with various roles, including Interim District Engineer, Development Review, Permitting, and Sewer Inspection.

### Development Review Support

CivilWorx supported FCLWD/SFCSD during staff transitions with Development Review. CivilWorx worked with the district to create the bulk of the development review organizational process and spread sheets that are utilized by the District today. In addition to organization, CivilWorx assisted with developing a joint restraint detail for water and with initial review of development projects.

### Permitting Support

CivilWorx supported SFCSD with gathering the necessary information to permit an existing lift station. State standards were collected and referenced to determine what information was needed. SFCSD records were searched and organized for pertinent information. In addition, a site visit to the lift station was organized to assess the facility and gather additional information. A checklist of the state standards and a summary of the information pertaining to the checklist was submitted to the SFCSD engineers.

### SFCSD Inspection

CivilWorx supported SFCSD with sewer inspections during a staff transition. For this project, CivilWorx provided coordination with contractors, construction inspection of sewer installations, documentation, and procedures that can be utilized by SFCSD with new hires, and an initial review of tests/product specifications provided by the contractor.

Location: Fort Collins, CO  
Client: Fort Collins – Loveland  
Water District  
Contact: Chris Pletcher  
970-226-3104 ext. 104  
Designed: 2018 - 2021  
Constructed: N.A.



## Idaho Street and Railroad Pond Improvements

Civilworx Provided design for roadway, water, and storm sewer improvements along Idaho St and adjaent streets in an older area of town. The Project included drainage design and analysis of the subarea draining into and out of the Railroad Pond. CivilWorx provided bid documents, a cost estimate, and assisted with questions during the bidding and construction processes. Civilworx was responsible for coordinating survey, geotechnical, and utility pothole subconsultants.

Location: Evans, CO  
Client: City of Evans  
Contact: Todd Hepworth  
970-475-1114  
Designed: 2021  
Constructed: 2022

## City of Cheyenne – Engineering Support Services

CivilWorx provides engineering support services to the City of Cheyenne City Engineers Office related to drainage and floodplain management. This includes the review of drainage reports and designs plans submitted to the city for development review. Our scope of work includes providing advisement to the city engineers office related to local drainage issues and long-term drainage planning projects. On request of the city engineer CivilWorx provides design plans for City drainage improvement projects. This is an on-going contract that involves coordination with staff the Innovise and OpenGOV review program and through regular staff meetings.

Location: Cheyenne, WY  
Client: City of Cheyenne,  
City Engineers Office  
Contact: Tom Cobb, PE  
307-637-6268  
Contract: 2021-concurrent

## Sub Consultants

**ESP** has collected over 500 miles of pavement condition and survey-grade lidar data in Adams County over the past two years using the same sensor configuration that is proposed for this Commerce City project. These roads were collected in successive years in two separate phases with an anticipated 3rd phase this spring. Every road in Adams County was mapped with the Reigl VMX-1HA mobile lidar system for extraction. The Reigl system produces over 2-million points per second of survey-grade lidar data with correlated high-quality imagery. The combined data set was leveraged to extract exceptional data from sidewalks, curbs, and signage for years to come.



Laramie County  
Director of Public Works  
Molly Bennett, PE

Project Manager – Civilworx  
Justin C. Beckner, P.E. (CO)

Gravel Assessments  
Casey Jackson - (WY)  
Beau Webster - (WY)  
Brian Moravec—ESP (SC)

Traffic Counts  
T.J. Wethington—IDAX (CO)

Storm Sewer  
Kelly Hafner - (WY)  
Paul Damani - (WY)  
Beau Webster - (WY)

Street Light Assessments  
Kelly Hafner - (WY)  
Paul Damani - (WY)

GIS  
Dan Mummert - ESP (WY)  
Helen Paris - ESP (WY)

Sidewalk Assessments  
Casey Jackson - (WY)  
Paul Damani - (WY)  
Brian Moravec—ESP (SC)

## Justin Beckner, PE

Principal

### Education:

BS Civil Engineering - Colorado State University

### Registrations / Certifications

Professional Engineer - CO #35260

Professional Engineer – WY #11101

### Areas of expertise:

- Project Management
- Residential Development
- Commercial Development
- Medical Campus Development
- Infrastructure Master Plans

Justin is a licensed engineer in Colorado and Wyoming. He provides project management, design, and construction management services. From a hydraulics perspective Justin is experienced in the modeling, design, and construction of hydrology and hydraulics. Justin has design experience with dams including full removal and replacement of existing class 3 minor dams, as well as rehabilitation of existing structures. Justin is also knowledgeable in the preparation of infrastructure master plans for water, sanitary sewer, grading and drainage. Justin's experience includes calculating the needs of the site and modeling the proposed systems to obtain pipe sizes and maximum efficiency in the layout of utilities as well as implementing the construction of the proposed utilities.

### Representative Project Experience

Jordan Pasture – Laramie County, WY

Lago Del Norte – Laramie, WY

Riata Ranch – Laramie County, WY

Saddle Ridge Estates – Cheyenne, WY

Tenth Hole Estates – Gillette, WY

Highway 14 Widening – Ault, CO

Highway 56 Widening – Berthoud, CO

US 30 Pump Station – Cheyenne, WY

Centennial Trail – Kersey, CO

District Engineer Spring Canyon Water and Sewer District – Fort Collins, CO

Review Engineer Fort Collins Loveland Water and Sewer District – Fort Collins, CO

East 120<sup>th</sup> Avenue Widening (The Village at Southgate) – Brighton Colorado

Rio Blanco Avenue and West 29<sup>th</sup> Street - Loveland CO

Orchard Parkway and 142nd Avenue – Westminster CO

East I-25 Frontage Road Improvements – Johnstown CO

Wadsworth Boulevard – Westminster, CO

Whitney Road Redesign – Cheyenne, WY

Bill Nye Road (Grand View Heights) – Laramie WY

Elkhorn US 34 Intersection – Estes Park CO

University of Colorado Health Science Center Fitzsimons Campus Master Plan – Aurora CO



## Kelly W. Hafner, PE

Sr. Project Manager/Project Engineer

### Education:

BS Economics, 1997  
University of Wyoming

BS Civil Engineering, 1999  
University of Wyoming

Master's Program, Economics, 1999  
University of Wyoming

Professional Development, 2012-present  
Civil & Environmental Engineering  
Department  
Colorado State University

### Licenses:

PE - Colorado #40968  
PE – Wyoming #10514

### Areas of expertise

- Project Management
- Institutional Facilities
- Educational Facilities
- Municipal Infrastructure Design
- Commercial/Residential Development
- Floodplain Management/FEMA Studies

### Memberships:

National Society of Professional Engineers  
Wyoming Society of Professional  
Engineers  
Wyoming Engineering Society

Kelly is a senior project manager and design engineer for CivilWorx, LLC. He has extensive experience with miscellaneous multifaceted building, educational, and institutional projects. Kelly made the transition to CivilWorx in 2018 and has continued on with commercial, educational and institutional projects as well as land development projects. Project experience ranges from misc. commercial building projects, institutional and school facilities to small and large commercial & residential developments. Kelly works as both a project manager and a lead designer for CivilWorx on projects in Wyoming and Colorado. That level of involvement with projects, from conceptual planning through construction, has a long record of success his projects. Kelly's core experience is with complicated utility and site designs for small scale to large scale building and infrastructure projects. Kelly utilizes both CADD and GIS for design and is fluent in working with both information platforms.

### Representative Project Experience

Childs Draw Drainage Mitigation Plans - Laramie County, WY  
East Cheyenne Park Master Plan - Laramie County, WY  
South Childs Draw Drainage Master Plan - Laramie County, WY  
Swan Ranch Conditional Letter of Map Revision - Laramie County, WY  
Evers Blvd Letter of Map Revision - Cheyenne, WY  
Allison Draw Letter of Map Revision - Cheyenne-Laramie County Wyoming  
Evers Blvd Reconstruction – Cheyenne-Laramie County, WY  
26<sup>th</sup> Street Interceptor & and Flood Mitigation Project - Cheyenne, WY  
University of Wyoming – Dining & Residence Halls, Laramie, WY  
University of Wyoming – 15<sup>th</sup> Street Reconstruction, Laramie, WY  
Midwest SOTB Commercial Swan Ranch - Cheyenne, WY  
Ziggi's Coffee (Pershing) – Cheyenne, WY  
LCCC Education and Enrichment Facility ADA Improvements – Cheyenne, WY

Daniel Mummert, PE  
Senior Engineer – Geospatial/GIS



**Qualifications Summary:** Mr. Mummert is a licensed professional civil engineer specializing in the application of Geospatial Engineering based solutions. He brings more than two decades of comprehensive experience delivering engineering, surveying, aerial mapping, and GIS projects in Wyoming and across the country. His role at Pickett includes leading the implementation of innovative project solutions using Unmanned Aerial Systems (UAS), Aerial Imagery, LiDAR, Terrestrial Scanning, Hydrographic Surveying, Reality Modeling, GIS, Remote Sensing, and AI/Deep Learning tools into project workflows.

### **Project Experience**

*City of Garden Ridge, TX - Capital Improvement Plan: 2018-2019\**

Mr. Mummert served as the Project Manager and City Engineer for the development of a Long-Range Capital Improvement Plan. The plan included evaluating previous water, stormwater and roadway master planning documents and studies, and conducting field investigations to establish city infrastructure condition. The study prioritized improvements for the twenty (20)-year planning horizon and created a ranked list by roadway corridor, based road, water and stormwater systems condition. Data was compiled in GIS system for each city corridor and presented to the City Council and the public through multiple public meetings.

Brian Moravec  
Pavement Data Collection Lead



**Qualifications Summary:** Mr. Moravec brings over two decades of expertise in mobile LiDAR collection, GPS technology, hydrographic surveys, and advanced software applications. He leads field collection procedures, hardware and software management, data processing, and classification for ESP's corporate MX9 data. Proficient in Trident Business Center, POSPac, T3D, Pointools, TopoDOT, MicroStation V8i, GEOPAK, and 3DReshaper, Mr. Moravec is instrumental in delivering high-quality pavement and asset data.

### **Project Experience**

*Town of Indian Trail, NC – Pavement & Asset Inventory and PCI*

Project Manager for a 77-mile pavement condition analysis and asset inventory. Delivered a full PCI report and inventoried signs, sidewalks, and curb and gutter infrastructure.

*City of Columbia, SC – Pavement & Asset Inventory and PCI*

Project Manager for over 200 miles of pavement condition surveys and asset inventory. Utilized Multi-Sensor Pavement and Asset Inventory Van with Digital Laser Profiler, 3D Laser Crack Measurement System, and Trimble MX9 for pavement and right-of-way asset data collection.

*Adams County, CO – Pavement Condition Assessment*

Project Manager for over 500 miles of survey-grade LiDAR data collection using the Riegl VMX-1HA mobile LiDAR system. Delivered high-resolution data for pavement, sidewalks, curbs, and signage over two successive phases.

Helen Paris, P.G., G.I.S.P.  
GIS Manager



**Qualifications Summary:** Ms. Paris has over 15 years of experience leveraging GIS to SOLVE real-world problems including implementing GIS in field-based mapping and data collection programs, architecting and managing geospatial databases, streamlining operational workflows, and undertaking spatial data analysis. Ms. Paris has been leading and mentoring skilled GIS professionals for more than 9 years to support projects in the fields of transmission line engineering, aerial mapping, surveying, environmental field services, and mining. Leveraging her expertise from these varied backgrounds, Ms. Paris excels at designing and implementing cutting-edge GIS solutions to solve the problems that matter. Ms. Paris has expertise in using the ESRI suite of GIS software, AutoCAD, and other GIS-related tools and software.

### **Project Experience**

*City of Cheyenne, Wyoming, Impervious Surface Analysis, 02/2024-07/2024*

*Served as GIS Manager for an impervious surface mapping and analysis program for the City of Cheyenne, Wyoming. Served as the GIS project lead designing workflows and a GIS-based solution for calculating impervious surface areas within each of the city's 29,000 plus parcels. Implemented an AI-based image classification and feature extraction solution to map impervious surfaces including building footprints, driveways, parking lots, streets, sidewalks, paved and unpaved roads. Conducted a robust accuracy assessment of impervious surface results, and developed an interactive GIS web mapping application for the City to evaluate equitable implementation of a stormwater utility fee based on impervious surfaces on each parcel.*

**COST OF SERVICES**

Scope of Work Summary	Work Hour Estimate	Equipment/ Software/ Millage Expense	Fee Estimate
<b>25% Gravel Road Assessment</b>			
Data Gathering	380	\$ 50,100.00	\$ 107,100.00
GIS Integration	180	\$ -	\$ 27,000.00
Assessment/Writeup	300	\$ -	\$ 45,000.00
CIP Deliverables	200	\$ 1,000.00	\$ 34,000.00
<b>Gravel Road Assessment Subtotal</b>	<b>1060</b>	<b>\$ 51,100.00</b>	<b>\$ 213,100.00</b>
<b>50% Gravel Road Assessment</b>			
Data Gathering	760	\$ 98,850.00	\$ 212,850.00
GIS Integration	280	\$ -	\$ 42,000.00
Assessment/Writeup	500	\$ -	\$ 75,000.00
CIP Deliverables	350	\$ 2,000.00	\$ 59,750.00
<b>Gravel Road Assessment Subtotal</b>	<b>1890</b>	<b>\$ 100,850.00</b>	<b>\$ 389,600.00</b>
<b>75% Gravel Road Assessment</b>			
Data Gathering	1050	\$ 147,600.00	\$ 305,100.00
GIS Integration	400	\$ -	\$ 60,000.00
Assessment/Writeup	700	\$ -	\$ 105,000.00
CIP Deliverables	500	\$ 3,000.00	\$ 85,500.00
<b>Gravel Road Assessment Subtotal</b>	<b>2650</b>	<b>\$ 150,600.00</b>	<b>\$ 555,600.00</b>
<b>100% Gravel Road Assessment</b>			
Data Gathering	1400	\$ 196,350.00	\$ 406,350.00
GIS Integration	500	\$ -	\$ 75,000.00
Assessment/Writeup	900	\$ -	\$ 135,000.00
CIP Deliverables	650	\$ 4,000.00	\$ 111,250.00
<b>Gravel Road Assessment Subtotal</b>	<b>3450</b>	<b>\$ 200,350.00</b>	<b>\$ 727,600.00</b>
<b>Street Light Assessment</b>			
Data Gathering	30	\$ 5,000.00	\$ 9,500.00
GIS Integration	45	\$ -	\$ 6,750.00
Assessment/Writeup	30	\$ -	\$ 4,500.00
CIP Deliverables	40	\$ 250.00	\$ 6,850.00
<b>Street Light Assessment Subtotal</b>	<b>145</b>	<b>\$ 5,250.00</b>	<b>\$ 27,600.00</b>
<b>Sidewalk Assessment</b>			
Data Gathering	120	\$ 16,050.00	\$ 34,050.00
GIS Integration	135	\$ -	\$ 20,250.00
Assessment/Writeup	80	\$ -	\$ 12,000.00
CIP Deliverables	60	\$ 250.00	\$ 10,150.00
<b>Sidewalk Assessment Subtotal</b>	<b>395</b>	<b>\$ 16,300.00</b>	<b>\$ 76,450.00</b>
<b>Stormwater Mains</b>			
Data Gathering	80	\$ 5,000.00	\$ 17,000.00
GIS Integration	120	\$ -	\$ 18,000.00
Assessment/Writeup	80	\$ -	\$ 12,000.00
CIP Deliverables	60	\$ 250.00	\$ 10,150.00
<b>Stormwater Assessment Subtotal</b>	<b>340</b>	<b>\$ 5,250.00</b>	<b>\$ 57,150.00</b>

ADD-ON ITEMS			
<b>Traffic Counts</b>			
Data Gathering per location	8	\$ 1,000.00	\$ 2,320.00
<b>Traffic Counts Subtotal</b>	<b>8</b>	<b>\$ 1,000.00</b>	<b>\$ 2,320.00</b>

ADD-ON ITEMS			
		Subs	
<b>Value Added Items</b>			
Aura (325 Miles)	80	\$ 83,750.00	\$ 95,750.00
Aura (650 Miles)	160	\$ 67,500.00	\$ 91,500.00
Aura (975 Miles)	240	\$ 51,250.00	\$ 87,250.00
Aura (1300 Miles)	320	\$ 35,000.00	\$ 83,000.00
CIP Web Application (hosted by ESP)	16	\$ 9,360.00	\$ 11,760.00
360 Imagery Setup	16	\$ 7,160.00	\$ 9,560.00
Paved Roads	40	\$ 7,280.00	\$ 13,280.00
Road Signs	40	\$ 2,090.00	\$ 8,690.00
<b>Additional Add-on Services Subtotal</b>	<b>912</b>	<b>\$ 263,390.00</b>	<b>\$ 400,790.00</b>

## Laramie County CIP Billing Rate Table

Title	Hourly Rate
Principal	\$210.00
Project Manager	\$200.00
GIS Manager/Admin	\$185.00
Senior Engineer	\$165.00
Senior GIS Analyst	\$150.00
Professional Engineer	\$150.00
GIS Analyst	\$125.00
Associate Engineer	\$120.00
Junior Engineer	\$100.00
Construction Observation	\$95.00
Senior Designer	\$95.00
CAD Tech	\$90.00
Project Control Tech	\$81.00

**Notes:**

- Mileage will be charged at the current IRS mileage rate.
- Direct expenses and subconsultants will be invoiced at cost plus 10%
- Mobile LiDAR Data Collection for Gravel Roads or Pavement = \$200 per mile
- Mobile LiDAR Data Collection precision for sidewalks = \$1,250 per mile
- Rate changes are subject to contract terms and mutual agreement of client and consultant.

**PROPOSAL FORM**

TO: Molly Bennett  
Director Laramie County Public Works  
13797 Prairie Center Circle  
Cheyenne, Wyoming 82009  
(307) 633-4302

The undersigned hereby declares that [firm name] Civilworx, LLC

Civilworx, LLC has carefully examined the specifications furnished within: RFP Laramie Count Public Works Capital Improvement Plan for which proposals were advertised to be received on or before WEDNESDAY DECEMBER 4, 2024, BY 2:00 PM. Public Bid opening will be at 2:15 PM, and further declare that [firm name] Civilworx, LLC will furnish the said work according to specifications.

**Proposed Cost**

Total Estimated Cost for Project: \$ 888,800.00

The above prices are all inclusive; County shall pay no other forms of compensation. The County reserves the right to add additional related services that were not known at the time of the publishing of this RFP to any resulting contract, upon negotiations with awarded proposers that is mutually agreeable.

Have you supplied the Submittal Requirements outlined above?  YES  NO

Laramie County reserves the right to reject any or all proposals, to waive informalities, and to accept all or any part of any proposal as they may deem to be in the best interest of the County.

I hereby certify that I have read and understand the requirements of this Request for Proposals and, that I as the respondent, will comply with all requirements, and that I am duly authorized to execute this proposal/offer document and any contract(s) and/or other transactions required by award of this RFP.

Company Civilworx, LLC

By Justin C. Beckner (Print name)

Signature 

Address 1807 Capitol Avenue, Suite 108

City Cheyenne State WY ZIP 82001

Telephone 307-514-1012 Fax \_\_\_\_\_

E-Mail Address: Justin.Beckner@Civilworxeng.com

DUNS# 105343079 Fed. I.D. # 82-1999645

**CONFLICT OF INTEREST & DISCLOSURE FORM**

I HEREBY CERTIFY that

I (*printed name*) Justin C. Beckner

am the (*title*) Principal and the duly authorized representative of the firm

of (*Firm Name*) Civilworx, LLC whose address

is 1807 Capitol Avenue, Suite 108, Cheyenne, WY 82001

And I possess the legal authority to make this affidavit on behalf of myself and the firm for which I am acting; and, Except as listed below, no employee, officer, or agent of the firm have any conflicts of interest, real or apparent, due to ownership, other clients, contracts, or interests associated with this project; and,

Neither the business nor any authorized representative or significant stakeholder of the business has been determined by judicial or administrative board action to be in noncompliance with or in violation of any provision of the Building Code Regulations of Laramie County, nor has any outstanding past due debt to Laramie County; and,

This proposal is made without prior understanding, agreement, or connection with any corporation, firm, or person submitting a proposal for the same services, and is in all respects fair and without collusion or fraud.

EXCEPTIONS (List)

Signature: 

Printed Name: Justin C. Beckner


Firm Name: Civilworx, LLC

Date: 12/04/2024

Sworn to and subscribed before me this 04 day of December, 2024.

Notary Public - State of Wyoming

My Commission expires 02/01/2028

Signature 

(Seal) 

PAUL DAMIANI Notary Public - State of Wyoming Commission ID # 166565 My Commission Expires February 01, 2028
--

**CONFLICT OF INTEREST & DISCLOSURE FORM**

I HEREBY CERTIFY that

I (*printed name*) Joseph. R. Bruno, Jr.  
am the (*title*) Executive Vice President  
and the duly authorized representative of the firm of (*Firm Name*) ESP Associates, Inc.

whose address is 3475 Lakemont Blvd. Fort Mill, SC 29708

And I possess the legal authority to make this affidavit on behalf of myself and the firm for which I am acting; and,

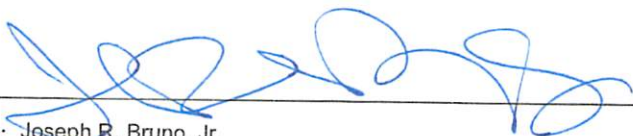
Except as listed below, no employee, officer, or agent of the firm have any conflicts of interest, real or apparent, due to ownership, other clients, contracts, or interests associated with this project; and,

Neither the business nor any authorized representative or significant stakeholder of the business has been determined by judicial or administrative board action to be in noncompliance with or in violation of any provision of the Building Code Regulations of Laramie County, nor has any outstanding past due debt to Laramie County; and,

This proposal is made without prior understanding, agreement, or connection with any corporation, firm, or person submitting a proposal for the same services, and is in all respects fair and without collusion or fraud.

EXCEPTIONS (List)

N/A

Signature: 

Printed Name: Joseph R. Bruno, Jr.

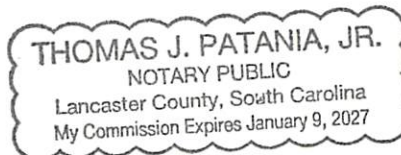
Firm Name: ESP Associates, Inc.

Date: December 4, 2024

Sworn to and subscribed before me this 4<sup>th</sup> day of DECEMBER, 2024.  
Notary Public - State of SOUTH CAROLINA  
My Commission expires 1/9/2027



(Printed, typed or stamped commissioned name of Notary Public)







CivilWorx

# CIVILWORX, LLC

Unique Entity ID <b>ENFCMQ9HN3U7</b>	CAGE / NCAGE <b>9ZWP7</b>	Purpose of Registration <b>All Awards</b>
Registration Status <b>Active Registration</b>	Expiration Date <b>Aug 26, 2025</b>	
Physical Address <b>4025 Automation WAY Unit B2 Fort Collins, Colorado 80525-3447 United States</b>	Mailing Address <b>4025 Automation WAY Unit B2 Fort Collins, Colorado 80525-3447 United States</b>	

## Business Information

Doing Business as <b>(blank)</b>	Division Name <b>(blank)</b>	Division Number <b>(blank)</b>
Congressional District <b>Colorado 02</b>	State / Country of Incorporation <b>Colorado / United States</b>	URL <b>(blank)</b>

## Registration Dates

Activation Date <b>Sep 3, 2024</b>	Submission Date <b>Aug 26, 2024</b>	Initial Registration Date <b>Jul 23, 2024</b>
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## Entity Dates

Entity Start Date <b>Jul 1, 2017</b>	Fiscal Year End Close Date <b>Dec 31</b>
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## Immediate Owner

CAGE <b>(blank)</b>	Legal Business Name <b>(blank)</b>
------------------------	---------------------------------------

## Highest Level Owner

CAGE <b>(blank)</b>	Legal Business Name <b>(blank)</b>
------------------------	---------------------------------------

## Executive Compensation

Registrants in the System for Award Management (SAM) respond to the Executive Compensation questions in accordance with Section 6202 of P.L. 110-252, amending the Federal Funding Accountability and Transparency Act (P.L. 109-282). This information is not displayed in SAM. It is sent to USAspending.gov for display in association with an eligible award. Maintaining an active registration in SAM demonstrates the registrant responded to the questions.

## Proceedings Questions

Registrants in the System for Award Management (SAM.gov) respond to proceedings questions in accordance with FAR 52.209-7, FAR 52.209-9, or 2. C.F.R. 200 Appendix XII. Their responses are displayed in the responsibility/qualification section of SAM.gov. Maintaining an active registration in SAM.gov demonstrates the registrant responded to the proceedings questions.

## Exclusion Summary

Active Exclusions Records?  
**No**

## SAM Search Authorization

I authorize my entity's non-sensitive information to be displayed in SAM public search results:  
**Yes**

## Entity Types

<b>Business Types</b>		
Entity Structure <b>Corporate Entity (Not Tax Exempt)</b>	Entity Type <b>Business or Organization</b>	Organization Factors <b>Limited Liability Company</b>
Profit Structure <b>For Profit Organization</b>		

## Socio-Economic Types

Check the registrant's Repts & Certs, if present, under FAR 52.212-3 or FAR 52.219-1 to determine if the entity is an SBA-certified HUBZone small business concern. Additional small business information may be found in the SBA's Dynamic Small Business Search if the entity completed the SBA supplemental pages during registration.

### Financial Information

Accepts Credit Card Payments	Debt Subject To Offset
No	No

EFT Indicator	CAGE Code
0000	9ZWP7

### Points of Contact

#### Electronic Business

☒	4025 Automation WAY, Unit B2
Justin C Beckner, Owner	Fort Collins, Colorado 80525
	United States

#### Government Business

☒	4025 Automation WAY, Unit B2
Justin C Beckner, Owner	Fort Collins, Colorado 80525
	United States

### Service Classifications

#### NAICS Codes

Primary	NAICS Codes	NAICS Title
Yes	541330	Engineering Services

#### Product and Service Codes

PSC	PSC Name
C200	Architect And Engineering- General
C219	Architect And Engineering- General: Other

### Disaster Response

This entity does not appear in the disaster response registry.

**REQUEST FOR PROPOSALS  
For  
Laramie County Public Works**

**Closing Date: December 4, 2024**

**Purpose of RFP**

Laramie County is soliciting competitive sealed proposals from qualified professional planning and design proposers to develop a 10-year Capital Improvement Plan (CIP) – Phase I. This project is being funded with Federal ARPA funds (ALN # 21.027) and will require that the selected bidder be registered in sam.gov.

Table of Contents

Sections

- 1.0 Purpose & Overview
- 2.0 Scope of Services
- 3.0 General Terms & Conditions
- 4.0 Submittal Requirements
- 5.0 Disclosures

Attachments

- Proposal Page
- Conflict of Interest Form
- Site Plan

## 1.0 PURPOSE & OVERVIEW

Laramie County Public Works (LCPW) is accepting proposals from qualified professional planning and design proposers to develop Phase I of a 10-year Capital Improvement Plan (CIP).

Laramie County consists of approximately 2,733 square miles. The County provides water and sewer (at the Archer Complex), road maintenance (~250 miles of paved centerline miles and ~1,300 of non-paved centerline miles), general right-of-way management (including signage, drainage, delineation, mowing, etc.), parks maintenance, administration, and other general governmental responsibilities and services.

Currently, LCPW does not have a capital improvement or strategic plan in place. Aging infrastructure and increasing costs in maintenance have spurred the need for a detailed capital improvement plan to help map out improvements and identify funding sources so that we can continue to offer quality services to our citizens.

## 2.0 PROJECT SCHEDULE

<b>Date(s)</b>	<b>Description</b>
Week of October 28, 2024	Request For Proposals (RFP) Issued
November 18, 2024	11:00am – Pre-conference via Microsoft Teams
December 4, 2024	Responses due by 2:00pm, Public Bid Opening at 2:15pm
December 5 - 11, 2024	Responses evaluated by Review Team
December 12, 2024	Selection and notification to consulting firm
December 30, 2024	Agreement due to PW by noon to be placed on the Board of County Commissioners (BOCC) Agenda
January 7, 2025	Agreement presented and considered by BOCC

\*The County reserves the right to alter scheduled dates if necessary. If a submission date change is made, an amended RFP will be sent to all applicants that have shown interest.

\*\*If you are interested in submitting a response to this RFP, please send an email to Molly Bennett ([molly.bennett@laramiecountywy.gov](mailto:molly.bennett@laramiecountywy.gov)) indicating your intent to submit a proposal.

### **3.0 PROPOSAL REQUIREMENTS**

#### **3.01 Purpose and Scope**

LCPW is soliciting proposals from qualified engineering firms for the completion of a 10-year CIP for County infrastructure to include: gravel roads, streetlights, sidewalk, and stormwater inventory report.

The purpose of this 10-year CIP is to enable LCPW to:

- Budget for capital improvements.
- Solicit grants to pay for capital improvements. Soliciting of grants and/or assistance with grants is not part of the scope of work.
- Create greater transparency in the budgeting process.
- Effectively plan alongside County elected officials.

The firm that is awarded the contract will be asked to also create, as part of the CIP, an inventory (to include traffic counts and current condition reports) and a map of the County's owned and/or maintained gravel roads, streetlights, sidewalk, and stormwater infrastructure. Some inventory information may be available from other sources and the proposer will be expected to compile all the information into one file that is compatible with ArcGIS.

It is expected the proposer will utilize any existing plans and/or data available. This could include but is not limited to applicable Cheyenne MPO planning documents, ArcGIS information (provided by Laramie County to proposer), and any other applicable information/data.

The deliverable CIP document shall be written in a manner that can be incorporated into the County's budget document, and which can be updated and maintained by County staff. Acceptable software applications include Excel spreadsheet and Word processing applications compatible with MS Office subject to County approval. Alternate software applications may be submitted subject to County approval.

The proposer is also expected to propose the best methods, approach, etc. for obtaining the required information and data as well as the integration of the information and data that will allow the proposer, potential future proposers, and the County to utilize the information in an efficient, cost-effective, and flexible manner now and into the future. Some of the methods may include one or a combination of the following: visual field inspections, mobile lidar, aerial lidar, web applications. The proposer shall describe which methods are being proposed for which tasks and subtasks.

The 10-year CIP will assist the County with:

- Inventory and mapping of all County owned and/or maintained gravel roads, streetlights, sidewalks, and stormwater systems that need to be maintained and/or replaced.
- Develop ranking criteria (in conjunction with LCPW staff) to indicate the priority needs for each section of gravel road, streetlights, sidewalk, and storm water main over a 10-year period.
- Within the 10-year CIP, developing a CIP project page for each year with information including, but not limited to: project descriptions, cost and quantity estimates, and

potential funding sources to construct and/or repair each section of road, streetlight, sidewalk, and stormwater main.

- Presenting an account and overview of the 10-year CIP to the Board of County Commissioners (BOCC).

The County is also requesting separate line-item costs for the following items:

- Conducting traffic counts and creating a layer file of the inventory and map to be incorporated into the ESRI ArcGIS system.
- Creating a stormwater main inventory, map, and CIP; and creating a layer file of the inventory and map to be incorporated into the ESRI ArcGIS system.
- Creating a layer file of the sidewalk assessment and inventory with incorporation into the ESRI ArcGIS system.

### **3.02 Project Description**

Laramie County is seeking a qualified firm to complete the following:

#### ***Gravel Roads***

Laramie County currently owns and/or maintains 1,300 miles of gravel road. As mentioned above, data will be provided to the proposer to assist in the process. The inventory report and map shall incorporate the following:

- Review, develop and update the data provided of the gravel roads segments within the current GIS layer.
  - Review and update current road classifications within the GIS layer.
    - Develop local road classifications for Laramie County (i.e. local road collector, local road arterial, etc.)
    - Current width to be included
- Develop and provide an industry standard rating report which includes a rating of all County owned and/or maintained gravel roads with the use of a gravel road condition survey and scale (determined and set with this project), which should include the methodology used to evaluate the streets. Some examples have been developed by the University of Wyoming LTAP and other similar entities.
- Assist in developing a Gravel Management Plan (similar to a Pavement Management Plan)
  - An overall color-coded map to indicate streets that are satisfactory (and only require standard, regular maintenance) to extremely poor condition (requiring full reconstruction). Scale to be determined and set within this project.
- Develop and provide a detailed budget section which includes different scenarios to identify the needed annual funding commitment and a mean rating for all County Gravel Roads over a 10-year period and 15-year summary. The budget section should also include a “do nothing approach,” a cost to re-build each segment “with rating of 60 or higher,” and a scenario which examines (over the next 10-year and 20-year period) which segments should be constructed or replaced “based on current budget parameters.” This should also include a review of gravel road segments that need a next level of treatment (i.e. concrete treated based, magnesium chloride, chip sealed, paved, etc.).

- Provide a separate add-on price to conduct traffic counts on County owned and/or maintained gravel roads as coordinated with Public Works staff. Locations and number to be determined later. The item cost shall provide a base level cost to conduct traffic counts.

### ***Streetlights***

Conduct a streetlight assessment report and inventory map of all County maintained streetlights. The County currently maintains streetlights along South Greeley Highway and within the Archer Complex. The general locations will be provided to the proposer. The assessment report and inventory map should include the following:

- An inventory map and condition report indicating the type and condition of each of lighting fixtures and bulb (e.g., HPS, LPS, LED, etc.), and/or type and condition of each County owned or maintained light pole.
- A 10-year CIP addressing which light poles and/or fixtures should be replaced based on age of the pole and age and type of light fixture.
- Include a report on the cost savings and payback to retrofit or replace all non-LED streetlight poles and/or fixtures to LED.
- Provide a separate add-on price to create a layer file of the streetlight inventory for inclusion into the ESRI ArcGIS system.

### ***Sidewalks***

Conduct a sidewalk assessment and inventory which shall include the following:

- A sidewalk and curb ramp assessment (complying with all ADA requirements - e.g., slope, width, accessibility) based upon the following:
  - Sidewalk heaving/trip hazards (abrupt surface elevation change of more than ¼ inch, measured in ¼ inch increments).
  - Cracks or cracked panels.
  - Gapping between sidewalk panels (more than or equal to 1 inch).
  - Areas of rough surfaces, spalling, or exposed aggregate.
  - Locations of severe loss of the sidewalk depth. (These are sections where the surface is gone leaving loose aggregate).
  - Noticeable ponding, settlement, or collected sediment.
  - Locations of non-ADA compliant driveway transitions and curb ramps.
- A color-coded map illustrating the condition of the existing sidewalk and curb ramps; using the 4-point rating schemes from “excellent”, being 1, (which does not require any maintenance) to “poor,” being 4, condition (requiring full replacement).
- An assessment of the overall condition of the sidewalks in the County.
- A budget which includes different scenarios to identify the needed annual funding commitment with a “do nothing approach,” a listing of the cost to replace all sidewalks segments and curb ramps, with a ranking of 3 or 4, and a scenario which examines over the next 10 years which sidewalk segments and curb ramps need to be replaced “based on current budget parameters.”
- Provide a separate add-on price to create a layer file of the sidewalk inventory for inclusion into the ESRI ArcGIS system.



### ***Stormwater mains***

Creating a stormwater main inventory report and map.

- Create an inventory of all Laramie County's stormwater mains using existing as-built maps, stormwater main related documents, visual inspections, and interviews with County staff. Identifying, if possible, the age and the diameter of each stormwater segment main.
- Creating a color-coded map indicating replacement of the stormwater mains, basing replacement on such factors as install date and current and future capacity needs.
- Developing a detailed 5-year CIP and summary 10-year CIP for replacement of stormwater mains by segment and cost.

Providing a separate add-on price to create a layer file of the stormwater mains to be incorporated into the ESRI ArcGIS system.

### **3.03 Additional Requirements**

#### ***Presenting to the BOCC***

- The firm awarded the contract shall also be expected to provide at least one (1) in-person overview of the finished product to the BOCC. It is not necessary to have the entire team present the finished product; only the project manager and one or two other people will be sufficient.

### **3.04 Submission Requirements**

All proposals shall be sealed and delivered or mailed to (faxes and emails will not be accepted):

Sealed proposals shall include one digital copy, which shall be sent to:

Laramie County Public Works  
13797 Prairie Center Circle  
Cheyenne, Wyoming 82009  
Hours of operation: M - Th 6am to 4:30pm.

No later than WEDNESDAY DECEMBER 4, 2024, BY 2:00 PM. Public Bid opening will be at 2:15 PM.

No email submittals will be accepted.

**PROPOSALS RECEIVED AFTER THE DATE AND TIME OF WEDNESDAY DECEMBER 4, 2024, BY 2:00 PM WILL NOT BE CONSIDERED AND WILL BE REJECTED BY LARAMIE COUNTY.**

The County reserves the right to reject any and all proposals in part or in whole. The County reserves the right to request clarification or additional information. The County reserves the right to award a contract or to re-solicit proposals or to temporarily or permanently abandon the procurement.

The County intends to award a contract to the best overall valued firm. The County reserves the right to negotiate and further refine the scope of work, which may have an impact on the final contract amounts.

### **3.04 Pre-conference**

There will be a pre-conference scheduled via Microsoft Teams on **Monday November 18, 2024, at 11:00 am**. The purpose of the conference is to allow interested firms to ask questions about the RFP prior to the submission of any proposals. Prospective firms are encouraged also to visit the community prior to submitting a proposal but may not solicit questions or feedback from any County staff and/or elected officials.

### **3.05 Public RFP Opening**

Only the names of the firms submitting proposals will be read aloud at the RFP opening on **WEDNESDAY DECEMBER 4, 2024, AT 2:15 PM** at the address located above. The proposals will be available for inspection during normal business hours in the Laramie County Public Works Department within three (3) working days of the closing date, by appointment.

A complete tabulation of proposals will be available after it is completed.

Individuals covered by the Americans with Disabilities Act of 1990 in need of accommodations to attend public RFP openings or meetings should contact the Laramie County Information Technology Department in Cheyenne at (307) 633-4281 at least five (5) days prior to the date.

### **3.06 Questions Concerning RFP**

Questions concerning any portion of this RFP should be directed in writing to the Laramie County Director for the Public Works Department named below, who shall be the official point of contact for this RFP. Mark cover page or envelope(s) "Questions on Laramie County Public Works CIP." Submit questions to:

Molly Bennett  
Director Laramie County Public Works  
13797 Prairie Center Circle  
Cheyenne, Wyoming 82009  
307-633-4302

### **3.07 Clarification and Addenda**

It is incumbent upon each respondent to carefully examine all specifications, terms, and conditions contained herein. Any inquiries, suggestions, or requests concerning interpretation, clarification, or additional information shall be made in writing through the Manager named above. The County will not be responsible for any oral representation(s) given by any employee, representative, or others. The issuance of a written addendum is the only official method by which interpretation, clarification, or additional information can be given.

If it becomes necessary to revise or amend any part of this RFP, notice may be obtained by accessing the County web site. Respondents in their proposal must acknowledge receipts of amendments. **Each respondent should ensure that they have received all addenda and amendments to this RFP before submitting their proposal. Please check the Laramie County web site at <https://www.laramiecountywy.gov/Request-for-Proposals> for any addenda.**

#### 4.0 PROPOSAL FORMAT

Proposers shall provide one original and two (2) complete copies of each RFP response/proposal. These proposals will be used in the evaluation process and to fulfill purchasing requirements. Failure to provide the required information may result in the rejection of a proposal.

Prefacing the proposal, the Proposer shall provide an Executive Summary of three (3) pages or less, which gives in brief, concise terms, a summation of the proposal. The proposal itself shall be organized in the following format and informational sequence:

- a. **Business Organization:** State the full name and address of your organization and identify parent company if you are a subsidiary. Specify the branch office or other subordinate element which will perform, or assist in performing, work herein. Indicate whether you operate as a partnership, corporation, or individual. Include the State in which incorporated or licensed to operate.

If your organization plans to include sub-proposers or non-staff proposers to perform any part of the proposed work, identify each sub-proposer, describe their role in this project, and provide information as required above for each.

- b. **System Concept and Solution:** Define in detail your understanding of the requirement presented in the Scope of Work of this request for proposal and your system solution. Provide all details, as required in the Scope of Work and any additional information you deem necessary to evaluate your proposal.
- c. **Program:** Describe your technical plan for accomplishing the required work. Include such time-related displays, graphs, and charts as necessary to show tasks, sub-tasks, milestones, and decision points related to the Scope of Work and your plan for accomplishment. Specifically indicate:
  - A description of your work program by tasks. Detail the steps you will take in proceeding from Task 1 to the final tasks.
  - The technical factors that will be considered in the section above, and the depth to which each will be treated.
  - The degree of definition provided in each technical element of your plan.
  - Plan for securing confidential data (electronic and/or physical).
  - Sample reports and presentations completed by Proposer.
  - Applicable software tools and their relevant capabilities.
  - Location and description of other applicable resources.
  - The points at which written, deliverable reports will be provided.

- The amount of progress payments you are requesting upon successful completion of milestones or tasks.
  - A statement of your compliance with all applicable rules and regulations of Federal, State, and Local governing entities. The Proposer must state his compliance with the terms of the Request for Qualifications (RFP).
- d. **Project Management Structure:** Provide a general explanation and chart which specifies project leadership and reporting responsibilities and interface the team will have with the County. If the use of sub-proposers is proposed, identify their placement in the primary management structure, and provide internal management descriptions for each sub-proposer.
- e. **Prior Experience:** Describe only relevant corporate experience and individual experience for personnel who will be actively engaged in the project. Do not include corporate experience unless personnel assigned to this project will actively participate. Do not include experience prior to 2000.

For each reference, supply at a minimum the following information:

- Project Title
- Year(s) project was conducted
- Reference Name
- Reference Title
- Phone number of principal person for whom prior project was accomplished
- Description of personnel experience
- Duration of experience
- Total project costs

Specifically indicate qualifications, experience, knowledge, capabilities, and personnel resources in each of the following areas:

- Data collection, analysis, and planning involving ecology.
  - Data collection, analysis, and planning involving the regulatory environment, including federal, state, and local aspects.
  - Organizing, convening, facilitating, and reaching consensus for a consensus-based collaborative planning process involving diverse stakeholders.
  - Experience with complex planning involving multiple municipal jurisdictions, federal environmental law, multiple ecosystems, and multiple emergency service jurisdictions.
- f. **Personnel:** Include names, qualifications, and locations of all professional personnel who will be assigned to this project. State the primary work assigned to each person and the percentage of time each person will devote to this work. Identify key persons by name and title. Provide all resumes.

The County reserves the right to approve or reject key personnel assigned to the project at any time.

- g. Cost of Services:** Describe the total project cost for deliverables with additional separate descriptions for costs by component as described in the Scope of Work.
- h. Proposal Acceptance Period:** All proposals are valid for a period of one hundred twenty (120) calendar days subsequent to the RFP closing date unless a longer acceptance period is offered in the proposal.
- i. Authorized Negotiator:** Include name, address, and telephone number of person in your organization authorized to negotiate Contract terms and render binding decisions on Contract matter.

## **5.0 PROPOSER SELECTION PROCEDURES**

Sealed proposals will be reviewed by the Laramie County Public Works Department and any other officials deemed necessary. All submissions will be opened publicly by the Project Team at the date indicated below. After considering the factors outlined in the RFP the firm will be selected, subject to negotiation of fair and reasonable compensation. Any selected Proposer will be expected to enter into an Agreement for services with the County. Proposers will be notified by email and mail of the County's selection.

### **5.01 Fee Schedule**

Cost/Fee Breakdown:

The County is aware there is not enough budget to perform all the scope of work and tasks outlined in this RFP. Phase I of the CIP will include performing as much work as possible without exceeding the current budget. In order to determine which tasks, the County will be able to perform under the current budget, all proposals shall include a detailed breakdown for the following major tasks (please include subtasks as necessary):

- Gravel Road Assessment for 25% of the total miles of roadways.
- Gravel Road Assessment for 50% of the total miles of roadways.
- Gravel Road Assessment for 75% of the total miles of roadways.
- Gravel Road Assessment for 100% of the total miles of roadways.
- Street Light Assessment
- Sidewalk Assessment
- Stormwater Mains
- Traffic Counts Per Location
- BOCC Presentation

It is the intent of the County to utilize the fees provided to obtain funding which will allow the completion of the scope of work that is not completed in Phase I in a future Phase II once the funding has been obtained.

For purpose of proposal evaluation, the Proposer is requested to provide a Schedule of Charges for the proposer and all sub-proposers to be involved in the project. The hourly rates should include fringe benefits, indirect costs, and profit.

## **6.0 EVALUATION FACTORS AND AWARD**

Each proposal (please limit them to 30 pages) received shall be evaluated on the following 100-point criteria:

- Firm qualifications, capacity, and ability to guide to completion the proposed County project considering similar projects of the firm and any sub-proposers. - **15 pts.**
- Experience with similar projects within similar or comparable communities (within WY preferred). - **10 pts.**
- Description of the project team and any proposers. - **10 pts.**
- Detailed description of how the firm will be conducting the different components of the CIP, along with the process the firm will be undertaking to ensure the timelines within the RFP will be met. - **30 pts.**
- Project cost section, which shall include: - **25 pts.**
  - A price not to exceed for the required components of the proposals, to include but not to be limited to:
    - A Gravel Road Condition Inventory rating report and map of all County Gravel Roads.
    - A sidewalk assessment and inventory.
    - A 10-year streetlight, sidewalk, and storm water CIP by project.
    - A presentation and overview of each CIP to the BOCC.
  - Separate pricing for any additional add-ons (as included in this proposal).
  - Cost for any additional travel and meeting with the County, beyond that which is required by the firm's proposal.
- References from at least three other municipalities (WY preferred), with preference given to similar or comparable communities. - **10 pts.**

Laramie County will review the proposals, and based on the evaluation criteria may request a firm give an oral presentation and/or demonstration of its proposal. Additional technical information may be requested for clarification purposes, but in no way to change the original written proposal submitted. The County reserves the right, in its sole discretion, to decide to conduct interviews.

Laramie County intends to select and award a contract to the proposer, or proposers evaluated to be best qualified based on their ability to perform the work within the scope of the RFP. Other performance factors may also be considered.

## **7.0 INSURANCE REQUIREMENTS**

The successful Proposer will be an independent proposer for the County, not an employee of the County. As a result, the successful Proposer will be required to carry sufficient insurance coverage to satisfy its obligations under the contract to be awarded. The successful Proposer will not be covered by the Wyoming Governmental Claims Act and is not granted governmental immunity in carrying out its duties under the contract awarded. The selected Proposer must provide proof of at a minimum the following insurance coverage's for the entire term of the contract. Further insurance requirements may be imposed by Agreement with any Proposer selected:

### **7.01 Business Automobile Insurance**

Including owned, non-owned, and hired vehicles with minimum limits for bodily injury and property damage of \$500,000 per accident for the entire term of the contract. If Proposer uses their personal vehicle while fulfilling the contract requirements, the County must be named as additional insured on the policy.

### **7.02 Worker's Compensation**

Proposer shall ensure that Worker's Compensation coverage shall be in effect, as required by Wyoming law, for Proposer and/or any and all employees or agents of Proposer providing services under this agreement. Proposer shall provide the County with proof of workers' compensation and employer's liability insurance coverage. County reserves the right to review and accept or reject provided proof of insurance as sufficient. No work shall be undertaken until acceptable proof of insurance is provided.

### **7.03 Additional Insurance Information**

The proposer shall name the County as an **Additional Insured** by endorsement on its insurance policies, with the exception of worker's compensation, and shall provide the County with a copy of the endorsements.

The Proposer shall provide the County with certificates of insurance acknowledging the above-stated coverages prior to beginning any work under this agreement.

It is understood and agreed that these policies are primary and not contributory. All insurance certificates provided by the Proposer must include a clause stating that the insurance may not be canceled, amended, or allowed to lapse without at least thirty (30) days advance written notice to the County. In addition, the Proposer shall provide the County with copies of insurance policies and/or policy endorsements listing the County as an additional insured. The County failure to request or review such policies, endorsements, and certificates shall not affect the County's rights or proposer's obligation hereunder.

Any insurance company providing coverage under this agreement shall have a minimum A.M. Best rating of A - (excellent).

## **8.0 GENERAL TERMS AND CONDITIONS**

### **8.01 Respondent's Responsibility**

A respondent, by submitting a proposal represents that:

- A. The respondent has read and understands the RFP in its entirety that and the proposal is made in accordance therewith, and
- B. The respondent possesses the capabilities, resources, and personnel necessary to provide efficient and successful service to the County, and;
- C. Before submitting a proposal, each respondent shall make all investigations and examinations necessary to ascertain site and/or local conditions and requirements affecting the full performance of the contract and to verify any representations made by Laramie County upon which the respondent will rely. If the respondent receives an award because of its proposal submission, failure to have made such investigations and examinations will in no way relieve the respondent from its obligations to comply in every detail with all provisions and requirements of the contract, nor will a plea of ignorance of such conditions and requirements be accepted as a basis for any claim by the respondent for additional compensation or relief.

### **8.02 Payment Terms**

The County will remit full payment on all undisputed invoices within forty-five (45) days from receipt by the appropriate person(s) (to be designated at time of contract) of the invoice(s) or receipt of all products or services ordered.

### **8.03 Conflict of Interest Disclosure Form**

All respondents shall complete and have notarized the attached disclosure form of any potential conflict of interest that the respondent may have due to ownership, other clients, contracts, or interest associated with this project.

### **8.04 Minor Irregularities**

The County reserves the right to waive minor irregularities in proposals, providing such action is in the best interest of the County. Minor irregularities are defined as those that have no adverse effect on the County's best interests, and will not affect the outcome of the selection process by giving the respondent an advantage or benefit not enjoyed by other respondents.

### **8.05 Deviations**

All proposals must clearly and with specific detail, note all deviations to the exact requirements imposed upon the respondent by the General Terms & Conditions. Such deviations must be stated upon the Proposal Form; otherwise Laramie County will consider the subject proposals as being made in strict compliance with said General Terms & Conditions to respondents; the respondent being held therefore accountable and responsible. Respondents are hereby advised that Laramie County will only consider proposals that meet the exact requirements imposed by



the General Terms & Conditions; except, however, said proposals may not be subject to such rejection where, at the sole discretion of Laramie County, the stated deviation is considered to be equal or better than the imposed requirement and where said deviation does not destroy the competitive character of the RFP process by affecting the amount of the proposal such that an advantage or benefit is gained to the detriment of the other respondents.

#### **8.06 Waiver of Claims**

Once this contract expires, or final payment has been requested and made, the awarded respondent shall have no more than thirty (30) calendar days to present or file any claims against the County concerning this contract. After that period, the County will consider the respondent to have waived any right to claims against the County concerning this agreement.

#### **8.07 Selection Criteria**

Each proposal shall be evaluated using the following criteria:

1. Proper submittal of **ALL** documentation as required by this proposal
2. Overall scope and quality of the proposed project
3. Meeting or exceeding the requirements of the RFP
4. Quality and compatibility of the work proposed
5. Ability to accomplish project in a timely manner
6. The benefits to Laramie County as it pertains to:
  - a. Related experience in the areas covered in the RFP
  - b. Past record of performance on contracts with government agencies and private industry with respect to such factors as control of costs, quality of work, and ability to meet schedules
  - c. Experience, ability, and overall quality of past and current projects

#### **8.08 Termination / Cancellation of Contract**

The County reserves the right to cancel the contract without cause with a minimum thirty (30) days written notice. Termination or cancellation of the contract will not relieve the respondent of any obligations for any deliverables entered into prior to the termination of the contract (i.e. reports, materials, statements of accounts, etc., required and not received). Termination or cancellation of the contract will not relieve the respondent of any obligations or liabilities resulting from any acts committed by the respondent prior to the termination of the contract.

#### **8.09 Incurred Expenses**

This RFP does not commit Laramie County to award a contract. Nor shall Laramie County be responsible for any cost or expense which may be incurred by the respondent in preparing and submitting the proposal called for in this RFP, or any cost or expense incurred by the respondent prior to the execution of a contract agreement.

## **8.10 Presentations by Respondents**

Laramie County, at its sole discretion, may ask individual respondents to make oral presentations and/or demonstrations without charge to the County.

The County reserves the right to require any respondent to demonstrate to the satisfaction of the County that the respondent has the fiscal and managerial abilities to properly furnish the services proposed and required to fulfill the contract. The demonstration must satisfy the County and the County shall be the sole judge of compliance.

Respondents are cautioned not to assume that presentations will be required and should include all pertinent and required information in their original proposal package.

## **8.11 Minimum Specifications**

The specifications listed in the Scope of Service are the minimum required performance specifications for this RFP. They are not intended to limit competition nor specify any particular respondent, but to ensure that the County receives quality services.

## **8.12 Respondent's Personnel**

The respondent shall be responsible for ensuring that its employees, agents, and subproposers comply with all applicable laws and regulations and meet all federal, state, and local requirements related to their employment and position. The respondent certifies that it does not and will not during the performance of the contract employ illegal alien workers or otherwise violate the provisions of the federal Immigration Reform and Control Act of 1986, as amended. During the performance of the contract, the respondent agrees to the following:

The respondent shall not discriminate against any employee or applicant for employment because of race, religion, color, sex, age, handicap or national origin, except when such condition is a bona fide occupational qualification reasonably necessary for the normal operations of the respondent.

The respondent agrees to post in conspicuous places, visible to employees and applicants for employment, notices setting forth the provisions of this nondiscrimination clause.

The respondent, in all solicitations or advertisements for employees placed by or on behalf of the respondent, shall state that such respondent is an Equal Opportunity Employer.

Notices, advertisements, and solicitations placed in accordance with federal law, rule, or regulation shall be deemed sufficient for the purpose of meeting the requirements of this section. The respondent shall include the provisions of the foregoing paragraphs above in every subcontract or purchase order so that the provisions will be binding upon each respondent or vendor. The respondent and any sub-proposer shall pay all employees working on this contract not less than minimum wage specified in the Fair Labor Standards Act (29 CFR 510-794) as amended. Any information concerning the County, its products, services, personnel, policies, or

any other aspect of its business learned by the respondent or personnel furnished by the respondent in the course of providing services pursuant to the Agreement, shall be held in confidence and shall not be disclosed by the respondent or any employee or agents of the respondent or personnel furnished by the respondent, without the prior written consent of the County.

### **8.13 Claim Notice**

The respondent shall immediately report in writing to the County's designated representative or agent any incident, which might reasonably be expected to result in any claim under any of the coverage mentioned herein. The respondent agrees to cooperate with the County in promptly releasing reasonable information periodically as to the disposition of any claims, including a resumé of claims experience relating to all respondent operations at the County project site.

### **8.14 Proposal Acceptance/Rejection**

The County reserves the right to accept or reject any or all proposals received as a result of this RFP, or to negotiate separately with competing respondents, and to waive any informalities, defects, or irregularities in any proposal, or to accept that proposal or proposals, which in the judgment of the proper officials, is in the best interest of the County.

### **8.15 Governmental Immunity**

Laramie County does not waive its Governmental/Sovereign Immunity, as provided by any applicable law including W.S. 1-39-101 *et seq.*, by issuing this RFP or by entering into any subsequent agreement. Further, Laramie County fully retains all immunities and defenses provided by law with regard to any action, whether in tort, contract, or any other theory of law, based on this RFP or any subsequent agreement.

### **8.16 Indemnification**

To the fullest extent permitted by law, the successful respondent agrees to indemnify and hold harmless Laramie County, its appointed officials, elected officials, employees, and volunteers from any and all liability for injuries, damages, claims, penalties, actions, demands, or expenses arising from or in connection with any work performed by or on behalf of respondent for Laramie County pursuant to any agreement with Laramie County.

### **8.17 Termination**

The selection may be terminated (a) by either party at any time for failure of the other party to comply with the terms and conditions of the RFP or any subsequent agreement; (b) by either party, with thirty (30) days' prior written notice to the other party; or (c) upon mutual written agreement by both parties.

### **8.18 Force Majeure**

Neither the respondent nor Laramie County shall be liable to perform under this RFP or subsequent agreement if such failure arises out of causes beyond control, and without the fault or the negligence of said party. Such causes may include, but are not restricted to, Act of God or the public enemy, fires, floods, epidemics, quarantine restrictions, freight embargoes, and unusually severe weather. In every case, however, a failure to perform must be beyond the control and without the fault or the negligence of said party.

The submission of a proposal shall be considered acceptance to all the terms and conditions provided herein and in the various proposal documents, unless specifically noted otherwise in the proposal.

**PROPOSAL FORM**

TO: Molly Bennett  
Director Laramie County Public Works  
13797 Prairie Center Circle  
Cheyenne, Wyoming 82009  
(307) 633-4302

The undersigned hereby declares that [firm name] \_\_\_\_\_

\_\_\_\_\_ has carefully examined the specifications furnished within: RFP Laramie Count Public Works Capital Improvement Plan for which proposals were advertised to be received on or before WEDNESDAY DECEMBER 4, 2024, BY 2:00 PM. Public Bid opening will be at 2:15 PM, and further declare that [firm name] \_\_\_\_\_ will furnish the said work according to specifications.

**Proposed Cost**

Total Estimated Cost for Project: \$ \_\_\_\_\_

The above prices are all inclusive; County shall pay no other forms of compensation. The County reserves the right to add additional related services that were not known at the time of the publishing of this RFP to any resulting contract, upon negotiations with awarded proposers that is mutually agreeable.

Have you supplied the Submittal Requirements outlined above? \_\_\_\_\_ YES \_\_\_\_\_ NO

Laramie County reserves the right to reject any or all proposals, to waive informalities, and to accept all or any part of any proposal as they may deem to be in the best interest of the County.

I hereby certify that I have read and understand the requirements of this Request for Proposals and, that I as the respondent, will comply with all requirements, and that I am duly authorized to execute this proposal/offer document and any contract(s) and/or other transactions required by award of this RFP.

Company \_\_\_\_\_

By \_\_\_\_\_ (Print name) \_\_\_\_\_

Signature \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ ZIP \_\_\_\_\_

Telephone \_\_\_\_\_ Fax \_\_\_\_\_

E-Mail Address: \_\_\_\_\_

DUNS# \_\_\_\_\_ Fed. I.D. # \_\_\_\_\_

**CONFLICT OF INTEREST & DISCLOSURE FORM**

I HEREBY CERTIFY that

I (*printed name*) \_\_\_\_\_

am the (*title*) \_\_\_\_\_ and the duly authorized representative of the firm

of (*Firm Name*) \_\_\_\_\_ whose address

is \_\_\_\_\_

And I possess the legal authority to make this affidavit on behalf of myself and the firm for which I am acting; and, Except as listed below, no employee, officer, or agent of the firm have any conflicts of interest, real or apparent, due to ownership, other clients, contracts, or interests associated with this project; and,

Neither the business nor any authorized representative or significant stakeholder of the business has been determined by judicial or administrative board action to be in noncompliance with or in violation of any provision of the Building Code Regulations of Laramie County, nor has any outstanding past due debt to Laramie County; and,

This proposal is made without prior understanding, agreement, or connection with any corporation, firm, or person submitting a proposal for the same services, and is in all respects fair and without collusion or fraud.

EXCEPTIONS (List)

Signature: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Firm Name: \_\_\_\_\_

Date: \_\_\_\_\_

Sworn to and subscribed before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

Notary Public - State of \_\_\_\_\_

My Commission expires \_\_\_\_\_

Signature \_\_\_\_\_

(Seal)