

**LARAMIE COUNTY PUBLIC WORKS/PLANNING DEPARTMENT
PROFESSIONAL SERVICES CONTRACTOR AGREEMENT
LARAMIE COUNTY, WYOMING / COFFEY ENGINEERING & SURVEYING**

THIS AGREEMENT is made and entered into by and between Laramie County, Wyoming, P.O. Box 608, Cheyenne, Wyoming 82003-0608, ("COUNTY") and Coffey Engineering & Surveying, 902 South Third Street, Laramie, Wyoming 82070 ("CONTRACTOR"). The parties agree as follows:

I. PURPOSE

The purpose of this Agreement is to set forth the terms and conditions by which CONTRACTOR will provide the services to COUNTY as described in Attachment 'A' (Request for Proposals, attached hereto and incorporated herein) and Attachment 'B' (Proposal submitted by CONTRACTOR, attached hereto and incorporated herein).

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 full force and effect until December 31, 2023.

III. RESPONSIBILITIES OF COUNTY

COUNTY shall pay CONTRACTOR on an as needed basis per the fee schedule within Attachment 'B'. Payment will be made upon receipt of the CONTRACTOR'S invoice to the COUNTY. 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).

IV. RESPONSIBILITIES OF CONTRACTOR

A. CONTRACTOR shall be a resource for services described in Attachment A and Attachment B and these services shall be utilized by COUNTY during the period of the operation of this Agreement. By signature below, CONTRACTOR agrees that nothing in this Agreement operates to provide an exclusive right to CONTRACTOR to provide such services to COUNTY. CONTRACTOR agrees that this Agreement does not bind COUNTY in any manner to offer or provide work to CONTRACTOR. Further, nothing in this clause or agreement limits COUNTY in the choice of entities to which it may offer these services.

B. 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. It is agreed that finished or unfinished documents, data or reports, prepared by CONTRACTOR under this contract shall be considered the property of the COUNTY and upon completion of the services to be performed, or upon termination of this Agreement for cause, or for the convenience of the COUNTY, will be turned over to the COUNTY.

V. GENERAL PROVISIONS

A. Independent Contractor: The services to be performed by CONTRACTOR are those of an independent contractor and not as an employee of COUNTY. CONTRACTOR is not eligible for Laramie County Employee benefits and will be treated as an independent contractor for federal tax filing purposes. CONTRACTOR assumes responsibility for its personnel who provide services pursuant to this contract and will make all deductions required of employers by state, federal and local laws and shall maintain liability insurance for each of them. CONTRACTOR is free to perform the same or similar services for others.

B. Preference-Wyoming Labor Should the subject of this agreement constitute the construction, reconstruction, improvement, enlargement, alteration, or repair, of any public works project or improvement, by signature below CONTRACTOR acknowledges the requirement for the use of Wyoming labor pursuant to W.S. §16-6-203 as amended, except in circumstances as provided by law including, but not limited to W.S. §16-6-201 et seq.

C. Acceptance Not Waiver: COUNTY approval of the reports, and work or materials furnished hereunder shall not in any way relieve CONTRACTOR of responsibility for the technical accuracy of the work. COUNTY approval or acceptance of, or payment for, any of the services shall not be construed to operate as a waiver of any rights under this Agreement or of any cause of action arising out of the performance of this Agreement.

D. 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; (b) by either party, with thirty (30) days' prior written notice to the other party; or (c) upon mutual written agreement by both parties.

E. Entire Agreement: This Agreement (5 pages), Attachment 'A' (12 pages), Attachment 'B' (27 pages), and Attachment 'C' Insurance Requirements (3 pages) represent the entire and integrated agreement and understanding between the parties and supersedes all prior negotiations, statements, representations and agreements, whether written or oral.

F. 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.

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

H. 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.

I. 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.

J. Contingencies: CONTRACTOR certifies and warrants no gratuities, kick-backs 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.

K. 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.

L. ADA Compliance: All parties agree they will not discriminate against a qualified individual with disability, pursuant to a 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.

M. 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.

N. 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 arising from or in connection with work performed by or on behalf of CONTRACTOR for COUNTY except to the extent liability is caused by the sole 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.

O. 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.

P. 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.

Q. 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.

R. 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.

S. 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.

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

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**LARAMIE COUNTY PUBLIC WORKS/PLANNING DEPARTMENT
PROFESSIONAL SERVICES CONTRACTOR AGREEMENT
LARAMIE COUNTY, WYOMING / COFFEY ENGINEERING & SURVEYING**

Signature Page

LARAMIE COUNTY, WYOMING

By: _____ Date _____
Chairman, Laramie County Commissioners

ATTEST:

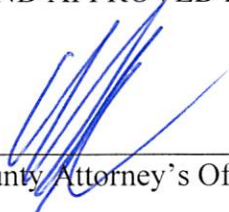
By: _____ Date _____
Laramie County Clerk

COFFEY ENGINEERING & SURVEYING:

By: Collin D. Fossen Date 7/13/22

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

REVIEWED AND APPROVED AS TO FORM ONLY:

By:  _____ Date 7/13/22
Laramie County Attorney's Office



REQUEST FOR PROPOSALS
FOR
ENGINEERING AND SURVEYING SERVICES

Submittals Due
May 4, 2022

LARAMIE COUNTY BOARD OF COMMISSIONERS
REQUEST FOR PROPOSALS
FOR
ENGINEERING AND SURVEYING SERVICES

Advertisement:

Laramie County seeks to contract with one or more firms for consulting services in the areas of land development review, drainage engineering, traffic engineering, floodplain management, construction inspection, development planning, comprehensive land use planning, and land surveying.

Consultants will be required on an as-needed basis to provide the aforementioned services to Laramie County.

Please submit your firm's qualification statement and cost proposal outlining the services requested by the County. More information on the proposal requirements and qualifications are listed later in this document. The County will make a selection based on the proposals received proving the ability of the agency to meet the schedule and needs of the County.

Proposals shall be received by email (subject line: Engineering RFP Proposal for "Firm Name") to molly.bennett@laramiecountwy.gov by May 4, 2022 by 2:00PM.

Scope of Services (including but not limited to):

Laramie County is seeking a consultant who can accomplish the following under the direction and supervision of the Laramie County Director of Public Works and the Planning and Development Program Manager:

Development Review

- 1) Review of site plans and similar development applications.
- 2) Preparation of engineering-specific Conditions of Approval related to site plans and subdivision permit applications.
- 3) Review of subdivision plat applications for conformance with the State and County regulations.
- 4) Review of subdivision, site and development improvement plans for both onsite improvements and public right-of-way improvements for compliance with grading, drainage, WYPDES, transportation and County design standards.
- 5) Review of hydrology maps and hydraulic calculations for private and public storm drain systems for compliance with State and County requirements.

- 6) Review of engineer's estimates for public and private improvements that may be subject to bonding requirements, verification of quantities and preparation of fee calculations.
- 7) Proactively communicating with private developers and associated design professionals by telephone, e-mail, written correspondence, and face-to-face meetings at the County or consultant offices, whichever is requested by the applicant, to discuss plan check review comments.
- 8) Review of NEPA documents, geotechnical investigations, traffic studies, and similar engineering reports to understand issues that may impact the design of private subdivision or development improvements, and/or public streets or utility infrastructure.
- 9) Preparation of reports to the Board regarding engineering issues.
- 10) Other assignments not specifically listed above but required during the engineering review of development applications.
- 11) Assignments shall be completed to meet specified deadlines. Firms and individuals shall demonstrate sufficient depth of resources to assure timely service delivery and redundant capability.

Floodplain Management

- 1) Review all development permit applications to determine the permit requirements of the regulations have been satisfied.
- 2) Review all development permit applications to determine all necessary permits have been obtained from Federal, State, or local governmental agencies from which prior approval is required.
- 3) Review all development permit applications to determine if the proposed development is located in the floodway. If located in the floodway, assure the encroachment provisions are met.
- 4) When base flood elevation data have not been provided in accordance with the regulations, obtain, review, and reasonably utilize any base flood elevation and floodway data available as criteria for requiring that new construction, substantial improvements, or other development in Zone A are administered in accordance with the regulation's Specific Standards.
- 5) Identify maintenance specifications for altered or relocated portions of watercourses so that flood-carrying capacity is not diminished.
- 6) Provide interpretation as to the location of F.I.R.M. boundaries of the Areas of Special Flood Hazard.

- 7) Assist the County with the Community Rating System (CRS) program. This could include compiling information, reports for compliance purposes and any other needs related to the County CRS program. Note: The Community Rating System (CRS) is a voluntary program for National Flood Insurance Program (NFIP)-participating communities.

Projects and misc. needs for Public Works:

The Consultant's role will be to support County staff by performing engineering and technical design work for the construction of Civil Engineering projects. These projects could include but are not limited to: retaining walls, slope stabilizations, pavement rehabilitation, culvert rehabilitation, bio-retention and drainage projects, structural design, and other roadway and drainage related design tasks; and to perform related duties as required.

All plans and drawings must be done using AutoCAD 2020, or an earlier version. All engineering design data shall be provided in a format that integrates with the latest version of ArcGIS. All design data using said programs shall be made available to Laramie County upon request and shall become the property of Laramie County for active and future projects. Plans, specifications, and project related documents must be completed according to current County and/or State and/or Federal standards.

All work shall be done under the direction of a Professional Engineer licensed in the State of Wyoming.

The work to be performed may include, but is not limited to, any or all of the following:

1. Initial project planning, including identifying key milestones, scope description and design, delivery schedule
2. Assisting County staff with project documentation for Division Manager, Department Head and Board of Supervisors approval
3. Preparation of technical specifications using the County's style and formatting
4. Preparation of plans, technical specifications, bid documents, project manual etc. using the County's standards
5. Bid support and construction administration including Construction Inspection Services specific to county roads, development improvements and other appurtenances as designated by the Public Works Director
6. Land Surveying Services: General survey work including, but not limited to, records research, road location survey, encroachments, monumentation, plat preparation and construction-oriented work
7. Solicitation and management of subconsultants and vendors needed to support design (material testing, potholing, bores, geotechnical, etc.)
8. Pavement management plan support (to include design and review)

9. Design of footings, retaining walls or other structures
10. Drainage/erosion control design
11. Provide general current and comprehensive planning assistance as needed including, but not limited to:
 - a. Review of development submittals for planning issues.
 - b. Review of development submittals for conformance with comprehensive plan.
 - c. Preparation of zoning and regulation changes as needed.
 - d. Preparation of reports and presentations to the Planning Commission and Board as necessary.

Fee, Rates, and Estimated Costs:

The services of this RFP will be provided on an hourly basis. The County may seek to negotiate with the firm prior to award of the contract. Fee proposals shall include:

- 1) Hourly rates to be used.
- 2) Itemized list of fees for additional services.

All fee proposals shall include all insurance required by the County, printing, mailing, documentation, reporting, office overhead, profit, etc.

Should contract negotiations with the selected firm be unsuccessful, the County reserves the right to move to the next firm and begin negotiations.

Qualifications:

The County will retain the services of one or more consulting firm specializing in engineering and land surveying that demonstrate expertise in the services listed herein.

Qualifications or expectations to be considered:

- 1) Professional experience and technical competence of the firm and individuals to be assigned with respect to the scope of services.
- 2) The capacity and capability of the firm to perform the work in question within the time limitations fixed for completion of each assigned project.
- 3) Past record of performance with respect to such factors such as control of costs, quality of work and ability to meet schedules.
- 4) A successful track record, as measured by complexity of engagements and number of years in the field.
- 5) Demonstration of knowledge of Wyoming practices.
- 6) Ability to respond to requests on short notice.
- 7) Licensed to perform engineering and surveying services in the State of Wyoming.

Proposal Requirements:

The proposal should include the following information:

- 1) A letter of introduction.
- 2) A narrative describing the company size, organization, locations, experiences or expertise, names and qualifications/credentials of individuals who will provide services.
- 3) List or examples of similar work or projects completed along with list of references (include names and phone numbers). Include as many as possible specific to other municipalities.
- 4) A narrative describing abilities to respond and perform at a level above the competition.
- 5) Non-proprietary samples of comparable or similar projects.
- 6) Proposed fee structure for this type of engagement.
- 7) Indicate any and all areas of specialty your firm may practice.

Five copies of the proposal should be delivered by 2:00 p.m., May 4, 2022, to:

Molly Bennett, Director of Public Works
13797 Prairie Center Circle, Cheyenne, Wyoming 82009
molly.bennett@laramiecountywy.gov

Questions may be directed to Molly Bennett at (307) 633-4302.

The submission of proposals become public records and may be viewed upon request.

It is the responsibility of the respondent to ensure that their responses are received on or before the submission date and time. Allow sufficient delivery time to ensure receipt by the date and time specified.

CLARIFICATIONS OR SUPPLEMENTS TO REQUEST FOR PROPOSAL: In the event that it becomes necessary to revise any part of this RFP, a notice of any clarifications will be emailed to each respondent who received the original RFP at the required website. It is the responsibility of respondents, prior to submission date, to inquire as to addenda issued and to ensure their response reflects any and all changes. The County will maintain a register of holders of this RFP via the required website. Laramie County will accept questions until **April 26, 2022** and will respond to all questions to all firms who have requested proposal by end of day **April 28, 2022**.

INCURRING COSTS: The County is not liable for any cost incurred by respondents prior to issuance of a legally executed contract. No property interest, of any nature, shall accrue until a contract is awarded and signed by all concerned parties.

RFP CANCELLATION: The County reserves the right to cancel this Request for Proposal at any time, without penalty.

NON-DISCRIMINATION: The respondent shall comply with all applicable state and federal laws, rules and regulations involving non-discrimination on the basis of race, color, religion, national origin, age, sex, or sexual orientation.

AVAILABILITY OF FUNDS: Financial obligations of the County payable after the current fiscal year are contingent upon funds for that purpose being appropriated, budgeted, and otherwise made available. In the event funds are not appropriated, any resulting contract will become null and void, without penalty to the County.

Evaluation and Award:

- 1) The RFP is designed to be a competitive negotiation platform, where price is not the sole determinative factor.
- 2) The evaluation team will be composed of the Director of Public Works and the County Planning and Development Program Manager.
- 3) The proposals will be reviewed within the context of specific experience in the disciplines required.
- 4) The County may require additional information, documentation, or additional data to clarify or elaborate on materials submitted.

Additional Conditions:

- 1) The successful respondent will be expected to enter into a contract, including insurance requirements, with Laramie County upon terms acceptable to the County. The contents of this RFP, the respondent responses to same and all provisions of the successful qualifier deemed pertinent by the County may be incorporated into a contract and become legally binding.
- 2) The County reserves the right to award the contract to the respondent(s) that the County deems to offer the best overall proposal(s). The County is therefore not bound to accept a proposal on the basis of lowest price. The County reserves the right to reject any or all proposals submitted and/or to waive or ignore any irregularities and/or omissions in any submission and to accept any proposal, portion of proposal, combination of proposal and or to reject or accept any proposal for any reason in its discretion.
- 3) The County at its sole discretion, reserves the right to cancel this RFP, to modify the services sought, to reject any and all proposals, to waive any and all informalities and/or irregularities, or to re-advertise with either the identical or revised specifications, if it is deemed to be in the best interest of the County to do so. The County also reserves the right to make multiple awards, based on experience and qualifications if it is deemed to be in the County's best interest.

- 4) 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 Request and/or entering into any agreement with any successful respondent. 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 and any subsequent agreement(s).
- 5) Any errors or omissions discovered in this request for proposal, or any additional information needed to clarify any issues in the request, will be communicated to all firms who have expressed an interest in the engagement. The communication will amend the requests accordingly.
- 6) If a respondent discovers any ambiguity, conflict, discrepancy, exclusionary specifications, omission, or other error in this document, the respondent shall immediately notify the County's representative. If respondent fails to notify the County of any error, ambiguity, conflict, discrepancy, exclusionary specifications, or omission in this RFP, the respondent shall submit a response at its own risk and under such conditions. If the respondent is awarded a contract, then such respondent will not be entitled to additional compensation, relief, or time by reason of the error or its later correction.
- 7) It is incumbent upon each respondent to carefully examine all specifications, terms, and conditions contained herein and in all referenced data and documents. Any inquiries, suggestions, or requests concerning interpretation, clarification or additional information shall be made in writing, through the County contact 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.
- 8) Respondents are advised that Laramie County is a governmental entity in the State of Wyoming. Public Works projects, such as that referenced herein, carried out by governmental entities are subject to certain legal and regulatory requirements which may or may not be applicable to private entities. Any contract with a successful respondent will contain a requirement to monitor and secure compliance on the project with all applicable laws and regulations including, but not limited to, those contained in Wyoming statute W.S. § 16-6-101 et seq.
- 9) If it becomes necessary for the County to revise or amend any part of this RFP, notice may be obtained by accessing the County website. 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/> for a copy of the RFP and addenda.

- 10) All proposals submitted in response to this request become property of the County and public records, so they may be subject to public review. The laws of Wyoming require that the contents of all proposals shall be placed in the public domain and be open to inspection by interested parties. Trade secrets or proprietary information that are recognized as such and are protected by law may be withheld if clearly identified as such in the proposal. The respondent must mark in bold red letters the term "CONFIDENTIAL" on that part of the response, which the respondent believes to be confidential. The respondent may be required to submit in writing specific detailed reasons, including any relevant legal authority, stating why the respondent believes the material to be confidential. Vague and general claims as to confidentiality will not be accepted. Laramie County will be the sole judge as to whether a claim is general and/or vague in nature. The entire proposal cannot be designated as proprietary or a trade secret. If a request is received to examine portions designated as proprietary or a trade secret, Laramie County will notify the respondent to permit the respondent to defend the proprietary nature of the information.
- 11) The County reserves the right to request additional information, or request clarification, or reject in its sole discretion any and all proposals. Firms may submit a joint proposal.
- 12) Invalidity: If any provision of this RFP 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 inability to enforce, such holding or advice shall not invalidate or render unenforceable any other provision hereof. It is the express intent of that the provisions of this RFP are fully severable.
- 13) By submitting in response to this RFP, respondent agrees and understands that this RFP as well as any subsequent agreements 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 RFP 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 Responders and to County. This provision is not intended nor shall it be construed to waive County's governmental immunity as provided in this Agreement.



Laramie County, Wyoming

Engineering RFP Questions and Responses

1. Can we select only certain services to submit for, or do we need to be able to provide all the requested services?
 - a. You do not need to provide all the services listed in the RFP. Expand on what services you can provide.
2. Page 2 states that proposals shall be received by email, but page 6 states that 5 copies of the proposal shall be delivered.
 - a. Only email or digital submission will be accepted. If you prefer hard copies, please provide five (5) copies for use and one (1) digital copy.
3. For the fee proposal component, I wanted to confirm you are just looking for a rate sheet for now, along with a proposal from us for a fee/contracting mechanism. Is that correct?
 - a. Yes an hourly rate sheet will be sufficient.
4. Are you looking for one consultant to provide all services or can you split the services up over multiple consultants?
 - a. Services can or may be broken up over multiple consultants. Expand on what services you can provide.
5. Should the submittal be electronic or with hard copies? The first page says to email it to you and page 6 of 9 states that 5 copies should be delivered to public works.
 - a. Only email or digital submission will be accepted. If you prefer hard copies, please provide five (5) copies for use and one (1) digital copy.
6. What is the assumed fee structure? Page 5 states that services will be provided on an hourly basis but number 6 under the proposal requirements on page 6 asks for the proposed fee structure. I am assuming that hourly makes sense for this type of engagement but let us know if we need to propose something different.
 - a. An hourly rate sheet will be sufficient.
7. Is the RFP targeting an overall qualifications package type of response which can get quite big and bulky or can response be more directed towards the items listed in the RFP?
 - a. The RFP package can be specific to the information requested in the RFP and it's up to the consultant to determine what other pertinent information is provided.
8. What type of information are you looking for regarding the Fee, Rates, and Estimated Cost?
 - a. An hourly rate sheet will be sufficient.
9. What type of team structure would the County like to see, specifically related to surveying.
 - a. The County may award multiple contracts and surveying may be awarded for the smaller on-call type survey needs
10. It was asked what the differentiation between #3 and #5 in the Proposal Requirements section of the RFP
 - a. Those two are largely similar and consultant can determine how to present comparable / similar project experience(s).



11. Will the selected Consultant(s) be able to compete ~~complete~~ for other Laramie County project specific design & surveying projects? In the last 6th Penny Ballot, there was \$11,422,795.71 to Laramie County as follows:
- 1) \$1,860,494.09 to Laramie County for East Jefferson Road reconstruction
 - 2) \$3,045,339.52 to Laramie County for Division Avenue and Wallick Road street and infrastructure upgrade
 - 3) \$610,961.09 to Laramie County for Road 164 reconstruction and return to gravel
 - 4) \$3,470,661.02 to Laramie County for Laramie County Road 142, milling intersection and overlay. Railroad at 143
 - 5) \$2,435,339.99 to Laramie County for East Allison Road reconstruction
- a. Yes, the selected consultant for the day-to-day services for Public Works and Planning and Development will be able to compete for the 6th penny RFP's.
12. Will the successful RFQ RFP applicant be distributed any of these 6th penny design/construction projects noted above or is this RFQ RFP strictly for Plan review, plat review and other Innoprise related review the current County Engineer provides?
- a. All 6th penny projects will be put out for RFP's. The selected consultant(s) for the Engineering and Surveying Services RFP will not be precluded from submitting for the current and future 6th penny project designs.
 - b. This RFP is for planning and development reviews and Public Works day-to-day projects and/or assistance.
13. Reference to submittal of cost proposal is simply providing hourly billing rates correct?
- a. That is correct. An hourly rate sheet will be sufficient.
14. Will consultant be provided access to current and proposed County planning software and is training involved?
- a. Yes, the selected consultant will be provided the training and resources to work within the current and future development software applications.
15. Is a certified Planner required to provide comments on Development Projects?
- a. A certified planner would be preferred but not required. The review planner will be determined on a case by case basis with each project.
16. Is a certified Flood plain manager required to provide review and evaluation of items impacting the Floodplain?
- a. Yes.
17. Is a Licensed Wyo. surveyor required to provide comments on plats and other misc. land surveying services?
- a. Yes.
18. Is the number of copies to be provided specified as 5 correct as the evaluation team appears to be made up of two?
- a. Email or digital submission will be accepted. If you prefer hard copies, please provide five (5) copies for use and one (1) digital copy.
19. What is the period for providing services? One year? 5 years? Will there be options to renew or extend the contract?
- a. Being that this is a change, this year will be an exception. We will have the selected consultant(s) under contract from July 1, 2022 through December 31, 2023. Future contracts outside of this first round are to be determined.
20. Is professional Liability insurance coverage required? If so what limits and coverage is required?
- a. Yes, the specifics will be determined at time of contract negotiations.
21. Is it possible to extend the RFP deadline from May 4, 2022 to May 11, 2022?
- a. The deadline for this submittal is May 4, 2022 at 2pm.



22. Can you provide a little more explanation or some guidelines on what you'd like to see for the non-proprietary samples of comparable or similar projects?
- a. The RFP package can be specific to the information requested in the RFP and it's up to the consultant to determine what other pertinent information is provided.
 - i. Examples may be: Other projects for municipalities, development specific projects, design and construction administration work etc.
23. Is the intent of this RFP for the County to have several firms it can draw from for proposals and/or advisement similar to how the City, School District, and other major government entities do or is there a preference to select one firm only in the selection process?
- a. Multiple consultants will be selected by the County based on need and services provided by the consultant. Projects and/or reviews will be offered to the consultant at the discretion of the Public Work's director and/or Development/Planning Program Manager. Based on capacity and timelines, the County reserves the right to offer the project and/or development action to another consultant on the call list.
 - i. This RFP will be for development reviews through planning and development and also for day to day projects and design for public works.
 - ii. Major projects related to road design and other major projects for public works may still be put out for RFP depending on the cost and/or scope. This RFP will not necessarily exclude the consultant(s) from those future RFPs.
24. I do not see a limit either in pages for the proposal, or in resumes to be included.
- a. That is correct. Please use your discretion.
25. Do we need to submit resumes for every person we expect may perform the work if chosen, or are you ok with something like the 5 most likely?
- a. The number mostly likely to complete the work would be acceptable. Please use your discretion.
26. What time commitment is the county expecting applicants to be capable of devoting to Laramie County specific projects? Are you looking for 20-30 hours a week for the next 6-12 months, or something of the such?
- a. There is no guarantee of work included with this RFP and the selected consultant(s). These services will be on an as needed basis. Multiple consultants will be selected by the County based on need and services provided by the consultant. Projects and/or reviews will be offered to the consultant at the discretion of the Public Work's director and/or Development/Planning Program Manager. Based on capacity and timelines, the County reserves the right to offer the project and/or development action to another consultant on the call list.
27. The RFP reads as though the county may pick multiple firms and rotate through them for different projects as needed. Is this for the most part an accurate interpretation?
- a. Yes.
28. The RFP mentions some building code review. Does the County have any requirements of us in terms of certified building code inspectors?
- a. This RFP is specific to review of plans for building code review. The reviewer needs to have the appropriate credentials to complete the reviews. If the consultant can provide certified building code inspectors, feel free to include that within the services you could provide.

Disclaimer: These answers are to the best of our current knowledge and are subject to change. If selected to continue, terms and conditions will be finalized within the agreement between the consultant and Laramie County.



COFFEY

ENGINEERING & SURVEYING



Response to Request for Proposal

Laramie County Board of Commissioners – Engineering and Surveying Services

TO OUR READER

This Document is a guide to how Coffey Engineering & Surveying can assist the selection committee for the Laramie County Board of Commissioners Engineering and Surveying Services.

The Coffey team entails professionals and technical specialists recognized for their expertise in the disciplines of civil engineering, land surveying and geographic information systems. We also specialize in project consulting services in order to provide clients with one primary project contact. Collin Fossen, P.E. will be your primary contact should you have any questions related to this RFP response.

We would welcome the opportunity to discuss your project plans. If we could be of assistance, we invite you to contact one of the individuals listed below.

Collin Fossen, P.E.
Senior Project Manager
cfossen@coffeyeng.com



Dave Coffey, P.E., P.L.S.
Civil Engineering, Land Surveying
dcoffey@coffeyeng.com



Flint Polson, P.E.
Civil Engineering
fpolson@coffeyeng.com



Corey Weber, P.L.S.
Land Surveying
cweber@coffeyeng.com



Ramsey Pickard, P.E.
Floodplain Engineer
rpickard@coffeyeng.com



Coffey Engineering & Surveying
902 S. 3rd St.
Laramie, WY 82070

Phone: (307) 742-7425
FAX: (307) 742-7403

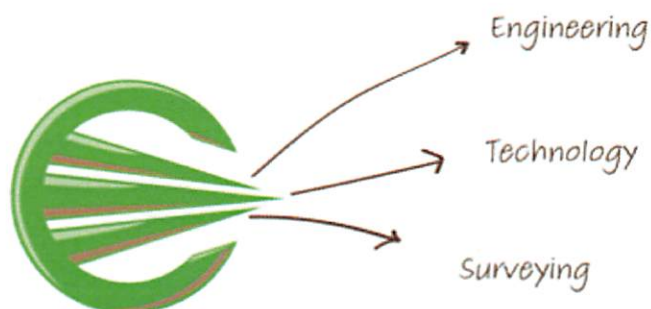
QUALIFICATIONS OF THE PROPOSER

CORPORATE INTRODUCTION

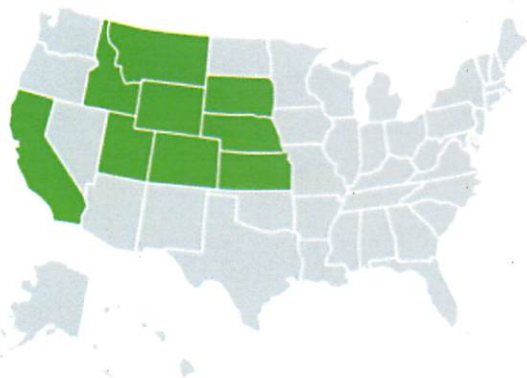
Coffey is approaching its 72nd year in business. We have seen things change during that time, and we have kept a pace of adapting. After all, we are engineers and surveyors—vocations chosen for their missions: the pursuit of understanding the world around us and the design of systems which enhance the progress of civilization.

In a saturated industry, Coffey has remained steadfast in our drive to be a foundation of support, tools, and experience to the ideas that change the world.

Our work focuses on civil engineering, land surveying and the technology to support these pursuits, such as materials testing and geospatial concentrations. We bring detailed, diverse experience to a variety of clients such as private land developers, municipalities, the United States Airforce and more.



At the core of the services Coffey offers stands our dedication to professionalism, authenticity and dependability. These values live and breathe within our staff, our most valuable asset. Dave Coffey has been known to say, “my staff is precious to me.” This principle is apparent in our leadership’s dedication to employee well-being and growth.



Coffey’s staff most frequently focuses on the western United States, yet our team has extended services to projects as far as Europe. A question more poignant to us than locational limits is: How can we provide the most comprehensive service for this project, and/or shall we consult with and engage various partners? We are in the business of solving problems, not extending them.

We live and work in Wyoming with many municipalities including; Town of Glendo, Town of Saratoga, City of Laramie, Jackson Hole, and with clients within Laramie County.

PROFESSIONAL SERVICES

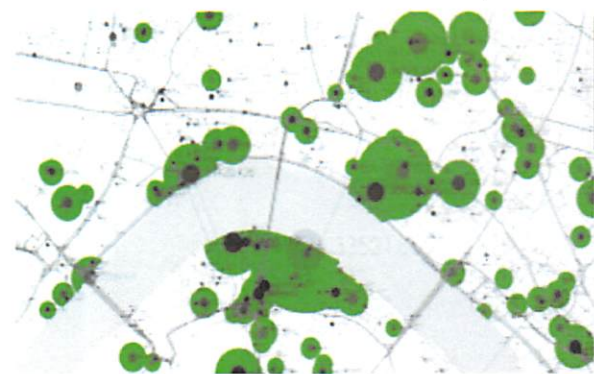


Civil Engineering

An array of civil engineering for land development projects, municipalities with an ability to complete development reviews and floodplain management.

Land Surveying

Comprehensive land surveying services for a variety of industries, from ALTA land title surveys to water rights, transportation infrastructure and more.



Geospatial

Geographic Information Systems (GIS) for city plans, urban forests; ESRI software and extension solutions; satellite mapping and more.

Construction Materials Testing

A foundational component of safety, quality control is performed through compaction, strength and stability testing on a variety of construction materials.



CIVIL ENGINEERING

Coffey is comprised of professional engineers with decades of industry experience. We have been involved in hundreds of development projects within Wyoming and west of the Mississippi and are well positioned to help you with the development review process because we have had multiple successful projects from inception through the development review.

SERVICES

- **Annexation, zoning and permitting filing and approvals**
- Building site and parking lot layout and design
- Construction as-built drawings
- Commercial and industrial site design
- Construction materials testing services
- Concrete cylinder compressive strength testing and field testing of concrete
- **Construction administration and oversight**
- Construction engineering management
- **Flood elevation certificates**
- **Geotechnical investigations**
- Municipal engineering
- **Municipal street and county road planning**
- **Permit drawings**
- Pumping systems and pipelines
- Quality control and quality assurance testing of soil, concrete and masonry
- Septic systems
- Sewage collection systems
- Soil density testing
- **Special International Building Code (IBC) inspections**
- **Storm water management**
- Subdivision design
- Surface impoundments
- **Surface water hydrology**
- Utility easements and design
- Wastewater treatment and disposal
- Water containment systems
- Water distribution systems and water rights

COMPREHENSIVE SOLUTIONS

While the completion of services such as permit drawings and subdivision designs are a usual stopping point for an engineering firm's work, as a full-service company, Coffey can support the construction process with construction engineering management.



LAND SURVEYING

There are many ways in which a land surveyor can measure the dimensions of a surface; various deliverables benefit from different techniques. Coffey implements the use of global positioning systems and drones to streamline the survey of hard-to-reach places. Our land surveyors also work alongside our CAD specialists and professional engineers depending on the scope of information requested by the client.

SERVICES

- ALTA land title surveys
- Architectural surveys
- As-built surveys
- **Boundary surveys**
- Building information modeling
- 3D scanning and modeling
- Cadastral surveys
- Construction surveys
- Control network surveys
- Engineering surveys
- Expert witness support
- **Flood elevation certificates**
- Forensic/accident surveys
- Geodetic/high precision networks
- Global positioning system (GPS) surveys
- Historic preservation
- Improvement surveys
- Oil well location plats
- Mining applications
- **Residential lot surveys**
- Photogrammetric mapping
- **Preparation of legal descriptions**
- Project progress surveys
- **Rights-of-way and route surveys**
- **Subdivision maps and plats**
- Subsidence monitoring
- Subsurface utility mapping
- Topographic surveys
- Transportation infrastructure
- Volumetric surveys
- **Water rights surveys**

LATEST TECHNOLOGY

What was once done by hand and foot when we opened our doors in 1950 is now done by highly skilled individuals operating our drones and custom-built super-computer. Continuing to stay apprised of the latest advancements in technology allows us to provide evaluations and possibilities like never before.

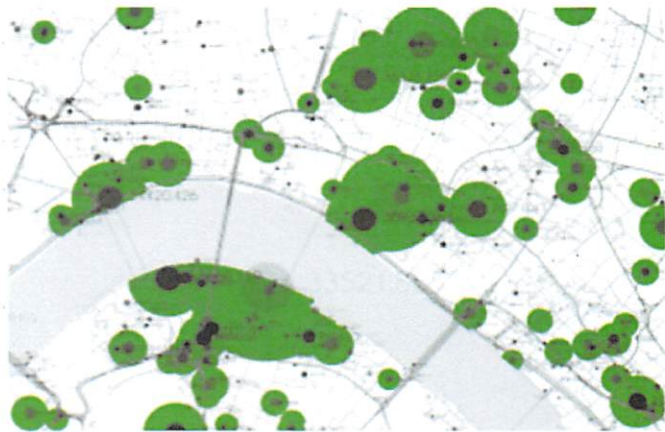


GEOSPATIAL

Coffey provides geospatial services to residential, commercial and energy sectors. Our capabilities include Geographic Information Systems (GIS) for city plans and urban forests, avid use of Esri software and extension solutions, satellite mapping and more. A full-service firm, Coffey understands the spectrum of needs related to geospatial, and is often called to interpret data for various deliverables and from unique perspectives.

GEOGRAPHIC INFORMATION SYSTEMS (GIS)

Coffey's GIS analysts produce maps and illustrations which allow our clients to understand patterns across geographic regions. We provide data on population characteristics, landscape features, soil types, and infrastructure such as drains, roads, utilities.



ESRI SOFTWARE

The visual representation of data is capable of providing an intuitive way for clients to grasp relationships, which is why the software to develop the illustrations is critical. The GIS team at Coffey is an avid user of ArcGIS software made by international software supplier, Esri. One of the most powerful mapping and spatial analytics technologies available, Esri's ArcGIS platform allows us to input and represent cutting-edge analytics which inform solutions to various needs.

CAPTURE FORMATS

Coffey's fully-rounded perspective extends beyond the analysis of the data. It begins with the data capture. Leveraging our survey team, we perform collection of cartography, photography, satellite data, spreadsheet figures and more. Company expansions in the last ten years have incubated the development of our drone and subsurface utility departments.

MATERIALS TESTING

As quality control for construction projects, Coffey engineers test key materials prior to their placement within a structure. We also inspect materials which have already been installed, to ensure viability and placement. Coffey tests for compaction, strength and stability using innovative technologies, such as a nuclear gauge, both in-the-field and in the lab.

SERVICES

Coffey's materials testing department may be divided into two specialties: on-site and in-lab testing. On-site testing is composed of visual assessments and non-destructive testing. In contrast, laboratory testing evaluates materials' physical and mechanical composition through destructive testing.



THE "EXTRA STEP" IN QUALITY CONTROL

Coffey understands that quality control is about liability, peace of mind and timeliness. Continually evaluating ways to provide data-driven assurance, we analyze a contractor's means and methods before analyzing compaction numbers. This allows us to verify if the contractor's procedures and testing results are aligned. We also utilize unique equipment, such as the nuclear density gauge. This device tests soil density in five minutes, or twenty-times faster than the traditionally used sand cone method, which takes a minimum of an hour.



A LOOK INSIDE OUR MATERIALS TESTING LAB

Located in our headquarters is our testing lab, where we conduct tests on materials such as cement, mortar, steel, wood, destructive and non-destructive concrete, to list a few.

TEAM QUALIFICATIONS



CORE TEAM CAPABILITIES

Coffey's teams in the Laramie, WY headquarters and Loveland, CO office have been working seamlessly together on projects for several years; providing clients a depth of resources and a wealth of industry knowledge. Our teams consist of professional civil engineers, professional land surveyors, certified technicians and accounting and administrative staff.



The 34 individuals comprising our team today come with direct experience in over 15 states. Though a large quantity of our work is found west of the Mississippi, it is our experience from all over the country that allows us to be a front-runner for unique solutions in new regions and understanding what is important to our clients closer to home.

PROJECT APPROACH

We understand that this contract may involve various types of projects and intersecting disciplines, but we are committed to offering you with the most convenient way of bringing your ideas to fruition. To assist the Laramie County Board of Commissioners with that goal, we anticipate assigning Collin Fossen, PE as your primary point of contact for this work.

Our staff has a depth of experience, and we may call upon one or many of the following professionals to ensure that your projects get the in-depth attention to detail that they need for completion. Should you ever have an issue with the performance of our staff, feel free to reach out directly to Dave Coffey. As CEO, he is committed to ensuring that our clients are happy.

All of the staff presented here have experience working on development reviews, flood plain management and various other aspects of public works projects.

“Project Management requires a wholistic view of what all our team can and needs to do.”

-Collin Fossen, P.E. Coffey Senior Project Manager

DAVE COFFEY, PE/PLS



CEO

✉ dcoffey@coffeyeng.com

☎ (307) 742-7425

Dave Coffey has been the third-generation CEO of Coffey since 2004. His professional experience spans 20 years and includes civil engineering as well as land surveying. Dave's civil engineering experiences include subdivision design, street design, water and sewer utility design, construction contract administration, preparation of construction plans, drafting, site and grading design and storm water design.

EDUCATION

Colorado School of Mines,
B.S. Civil Engineering - '96

REGISTRATIONS

Professional Engineer and Land Surveyor
#9329, WY

PROFESSIONAL AFFILIATIONS

American Consulting Engineers Council
Professional Land Surveyors of Wyoming
Wyoming Association of Consulting
Engineers and Surveyors
Wyoming Engineering Society
University of Wyoming Engineering
College Advisory Board

EXPERIENCE

Cirrus Sky Technology Park

Laramie Chamber Business Alliance | Laramie,
WY | 2012-present

Poledna Addition Business Park

Third Street Partners, LLC | Laramie, WY |
2020

Sundance Hill Subdivision

Laramie Reboot, LLC | Laramie, WY | 2021-
Present

WyoTech Expansion Project and Master Plan

WyoTech | Laramie, WY | Present

COLLIN FOSSEN, PE

Senior Project Manager

✉ cfossen@coffeyeng.com

☎ (307) 742-7425



Collin Fossen is a Senior Project Manager for Coffey Engineering & Surveying. With over 10 years as a civil engineer, Collin is experienced in roadway and municipal utility design, site development, and Project Management. He is also an expert CAD draftsman, he is familiar with bringing together interests from clients, contractors and end users to provide highly constructable, economically efficient plan drawings and project manuals. He has spent several years as construction inspection representative on water transmission pipelines and municipal utility projects, as well as providing water and sewer design, plan, and specification review, with corresponding reports. Additional responsibilities include special inspections and materials testing.

EXPERTISE

Municipal Utility Design

Urban Roadway Design

Grant Applications and Management

REGISTRATIONS

Professional Engineer

#15045 WY

EDUCATION

Bachelor of Science - Civil Engineering

University of Wyoming

AFFILIATIONS

Wyoming Engineering Society

ASCE

EXPERIENCE

Southern Water Transmission Main

Cheyenne BOPU | Cheyenne, WY | 2020

West C Street Water Replacement

City of Torrington | Torrington, WY | 2020

22nd and Reynolds Traffic Signal

City of Laramie | Laramie, WY | 2021

New Laramie High School and Site Work

ACSD #1 | Laramie, WY | 2015

FLINT POLSON, PE

Director of Engineering

✉ fpolson@coffeyeng.com

☎ (307) 742-7425



Flint Polson has been with Coffey since 2008. As Director of Engineering, all our staff consult with Flint to confirm design suitability and ensure that engineering work is being completed to appropriate public standards.

His professional experience spans over 31 years and includes civil engineering, material testing and land surveying. His civil engineering experience includes land entitlement, design of public infrastructure (water, sanitary sewer, and storm sewer), street and road designs, site design, construction of commercial and residential developments, design of utility transmission pipelines, negotiations of land lease acquisitions and special inspections.

EXPERTISE

Civil Engineering

Materials Testing

Surveying

REGISTRATIONS

Professional Engineer

#9867, WY

EDUCATION

University of Wyoming

B.S. Civil Engineering

Denver Institute of Technology

Surveying & Mapping

EXPERIENCE

Snowy Range Gas Transmission Pipeline

Black Hills Energy | Laramie, WY | 2019

Timberline Business Park

Timberline Energy, INC | Laramie, WY | 2017

UW Plaza Site Design

University Plaza, LLC | Laramie, WY | 2019

WyoTech Expansion Project and Master Plan

WyoTech | Laramie, WY | Present

CORREY WEBER, PLS

Director of Surveying

✉ cweber@coffeyeng.com

☎ (970) 622-2095



Corey Weber is the Director of Surveying at Coffey. His professional experience spans over 30 years in all phases of land surveying. Corey has managed multiple large-scale transmission and oil and gas projects, along with residential and commercial development projects. He has also overseen projects in multiple markets, implementing innovative processes and enforcing stringent safety and quality measures. Corey is experienced in all phases of surveying, as he executes large scale corridor surveys, boundary surveys, subdivision layout, right-of-way surveys, aerial photo control surveys, ALTA surveys, topographic surveys and wetland surveys.

EXPERTISE

Land Surveying
Construction Staking
Business Development

REGISTRATIONS

Professional Land Surveyor
Colorado
Nebraska
North Dakota
South Dakota
Kentucky

EDUCATION

Carlson School of Business

EXPERIENCE

Gateway South 500kv Transmission Line
PacifiCorp | CO & WY | 2020

Flanagan South As-Built
Embridge | IL, MO, KS & WY | 2012-14

SAX As-Built Pipeline
Embridge | IL | 2013-15

Lucky Star / Two Rivers Wind Farms
BluEarth | WY | 2020-current

RAMSEY PICKARD, PE

Project Manager

✉ rpickard@coffeyeng.com

☎ (970) 622-2095



Ramsey Pickard has been with Coffey since 2017. His professional experience spans over 8 years and includes civil engineering and floodplain analysis. His civil engineering experience includes commercial, industrial, and residential site design, roadway design, drainage analysis and design, floodplain analysis, hydraulic modeling, stormwater management, and construction administration.

EXPERTISE

Civil Engineering
Floodplain Analysis

REGISTRATIONS

Professional Engineer
#56732, CO
#18418, WY

EDUCATION

South Dakota State University
B.S. Civil Engineering
Colorado State University
M.S. Civil Engineering

EXPERIENCE

717 Highway 11 & 102 Jelm View Trail Floodplain Narratives

Mrs. Engen & Mr. Tyrell | Albany County,
WY | 2021

Safe Routes to School Floodplain Impact Analysis and No-Rise Certification

Diamondback Engineering | Edgewater,
CO | 2020

Wells Fargo No-Rise Certification to Floodplain Use Permit

Wells Fargo | Fort Collins, CO | 2021

STUART TELFORD, PE

Senior Project Manager

✉ stelford@coffeyeng.com

☎ (307) 742-7425



Stuart Telford has been with Coffey for over 12 years, with the last six years as a project manager. Stuart has a diverse engineering background with experience in land development, utility design and modeling, traffic studies, GIS, campus masterplans, construction plans, cost estimating, bidding services and regulatory permitting.

EXPERTISE

Land Development
Utility Design & Modeling
Regulatory Agency Submittals
Masterplans

REGISTRATIONS

Professional Engineer
#9329 and #14498 WY
#49204, CO
#23606, NV
#41176, MT
#17985, ID

EDUCATION

Bachelor of Science - Civil Engineering
Northern Arizona University

AFFILIATIONS

Wyoming Engineering Society

EXPERIENCE

Wyoming Hall 15th Street Waterline Upgrade
University of Wyoming | Laramie, WY | 2020

3rd Street Commercial Subdivision
3rd Street Partners, LLC | Laramie, WY | 2020

The Meadows Subdivision
University of Wyoming | Laramie, WY | 2019

City of Laramie SPT Projects
ACSD #1 | Laramie, WY | 2013

CINDY TORREZ

CAD Manager

✉ ctorrez@coffeyeng.com

☎ (307) 742-7425



Cindy Torrez has been the CAD Department Manager and Senior CAD Specialist at Coffey since 2011. Her professional experience spans over 36 years and integrates civil engineering and land surveying. Cindy has a refined expertise in land development, design of public infrastructure (water, sanitary sewer, and storm sewer), street and road design and site design, property boundary records, plats and construction calculations.

EXPERTISE

Civil 3D / AutoCAD

Land Surveying

Civil Engineering

EDUCATION

North American School of Drafting

Autodesk University 1994 and 1996

EXPERIENCE

Vista Grande Estates Plat and Road Design

Private | Laramie, WY | 2020

Snowy Range Pipeline Design

Black Hills Energy | Laramie, WY | 2019

The Meadows PUD

Private | Laramie, WY | 2018

Timberline Business Park Plat and Design

Private | Laramie, WY | 2017

JERRUD RALPH, PE

Project Manager

✉ jralph@coffeyeng.com

☎ (307) 742-7425



Jerrud came to Coffey in June of 2018 from Cheyenne, Wyoming where he started in the field as a designer at a private firm. Jerrud's design experience has varied from residential subdivisions, commercial sites, utility design including storm sewer, sanitary sewer and water and road design in both Wyoming and Colorado. He also has experience in construction quality control and inspection.

EXPERTISE

General Engineering

Landscape Planning

Roadway Design

REGISTRATIONS

Professional Engineer

Registration #17347, WY

Registration #56137, CO

EDUCATION

Bachelor of Science

University of Wyoming

EXPERIENCE

UW Bus Facility

University of Wyoming | Laramie, WY | 2021

Loveland's Culver's

Culver's of Chaska | Loveland, CO | 2021

Walnut Street Reconstruction

City of Rawlins | Rawlins, WY | 2021

DRU BURR, PE

Staff Engineer

✉ dburr@coffeyeng.com

☎ (307) 742-7425



Dru Burr has been an engineer at Coffey since 2018. His professional experience includes engineering and materials testing. His civil engineering experience includes design water and sewer utilities, stormwater management and site grading. Dru has skills in WaterCAD and AutoCAD Civil 3D. He has several materials testing certifications, enabling him to test compaction, concrete, masonry and asphalt. He is also certified to test high strength bolt and weld connections. Currently, Dru is learning project management and site plan design.

EXPERTISE

Waterline Design, Sanitary Sewer Design
and Materials Testing

REGISTRATIONS

Professional Engineer, # 18669, WY

EDUCATION

University of Wyoming
B.S. Civil Engineering

CERTIFICATIONS

Radiation Safety Officer/ Instructor (RSO)

ACI Concrete Field-Testing Technician,
Grade 1

Wyoming Materials Testing Certification
Soils and Aggregate

EXPERIENCE

Premier Bone and Joint Surgery Center

Private Ownership | Laramie, WY | 2020

Three Forks Ranch Site and Water and Sewer

Private Ownership | Laramie, WY | 2019

Sundance Hill Subdivision Water and Sewer

Private Ownership | Laramie, WY | 2019

National Guard Readiness Center

National Guard | Laramie, WY | 2018

UNIVERSITY OF WYOMING

FEATURED PROJECT

PROVIDING A FOUNDATION FOR A PROJECT OF TENURE

In 2009, Coffey was selected as part of a team to create a Utility Master Plan (UMP) for the University of Wyoming.

Tasked with surveying all existing water, sanitary sewer, and storm sewer on campus, our team created CAD drawings which served as existing utility maps.

Coffey also modelled future demand loads for campus at different horizon planning years, then used those projected loads to produce recommended utility upgrades.

Our team ultimately produced a GIS utility database deliverable which UW still uses and upkeeps in order to have accurate records of their underground utilities.

CLIENT: University of Wyoming
CONTACT: UW Facilities Engineering,
Forrest Selmer
PHONE: (307) 766-2077
EMAIL: fselmer@uwyo.edu

A GIS UTILITY DATABASE

**52,000
LF OF STORM SEWER
SURVEYED**

**86,000
LF OF SANITARY
SEWER MAPPED**

**160,000
LF OF WATER LINE
MAPPED**

CIRRUS SKY TECHNOLOGY PARK

FEATURED PROJECT

AN INVESTED SOLUTION IN A COMMUNITY ASSET

Ten years in the making, Cirrus Sky Technology Park (CSTP) is Wyoming's first technology-zoned business park with a WAPA substation. Coffey was initially hired by the Laramie Chamber Business Alliance (LCBA) to provide professional engineering and surveying services throughout the decade.

Aiming to ensure CSTP becomes a positive asset to the surrounding community, Coffey has been involved in all phases from high-level planning of the north side of Laramie to platting of the individual lots and designing the infrastructure to support the development.

In 2021, Coffey was hired by LCBA to final plat a number of lots for a potential sale of the property to a tech company.

CLIENT: *Laramie Chamber Business Alliance*

CONTACT: *Josh Boudreau*

PHONE: *(307) 745-7339*

EMAIL: *Josh@laramie.org*

*A DECADE OF
DEVELOPMENT*

**5,200
LF OF DOMESTIC
WATER DESIGN**

**4,700
LF OF SANITARY
SEWAGE DESIGN**

**7,300
LF OF STREET
DESIGN**

"CSTP is a crucial and vital project for the City of Laramie's economic development."

TOWN OF SARATOGA MASTER PLAN

FEATURED PROJECT

ENHANCING COMMUNITIES TO HELP THOSE WHO LIVE THERE

In 2015, Coffey was selected as part of a team to provide the Town of Saratoga, WY with a comprehensive Master Plan that would serve as a guide in considering future policy decisions, land use planning, zoning ordinance modifications, budget preparation, and capital improvement planning.

Coffey participated in community stakeholder meetings where information about existing infrastructure was gathered and short/long term goals were defined and established for the town.

Coffey analyzed the existing infrastructure and provided recommendations for future growth in Saratoga. Written narratives and GIS based maps were delivered as part of the teams complete Master Plan.

CLIENT: *Town of Saratoga, WY*
CONTACT: *Jon Winter*
PHONE: *(307) 326-8335*
EMAIL: *DPW@saratogawyo.org*

Community Comprehensive Master Plan

COMMUNITY STAKE
HOLDER MEETINGS

COMPLETE REVIEW AND
ANALYSIS OF
INFRASTRUCTURE

GIS PLANNING MAPS
FOR ENTIRE MUNICIPAL
AREA

GENERAL INFORMATION, INSURANCE

Client#: 53056

COFFEENG

ACORD CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
12/27/2021

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer any rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Greyling Ins. Brokerage/EPIC 3780 Mansell Rd. Suite 370 Alpharetta, GA 30022	CONTACT NAME: Trudy Henry PHONE (A/C, No, Ext): 770-552-4225 FAX (A/C, No): E-MAIL ADDRESS: aceccertificates@greyling.com
INSURED Coffey Engineering & Surveying 902 S. 3rd St. Laramie, WY 82070	INSURER(S) AFFORDING COVERAGE INSURER A: Hartford Accident & Indemnity Company NAIC # 22357 INSURER B: Hartford Underwriters 30104 INSURER C: Hartford Fire Insurance Co. 19682 INSURER D: INSURER E: INSURER F:

COVERAGES CERTIFICATE NUMBER: 22-23 REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input checked="" type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC <input type="checkbox"/> OTHER		20SBWAJ1798	01/01/2022	01/01/2023	EACH OCCURRENCE \$1,000,000 DAMAGE TO RENTED PREMISES (EA occurrence) \$1,000,000 MED EXP (Any one person) \$10,000 PERSONAL & ADV INJURY \$1,000,000 GENERAL AGGREGATE \$2,000,000 PRODUCTS - COMP/OP AGG \$2,000,000
B	AUTOMOBILE LIABILITY <input checked="" type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input checked="" type="checkbox"/> HIRE AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> NON-OWNED AUTOS ONLY		20UEGIB3222	01/01/2022	01/01/2023	COMBINED SINGLE LIMIT (EA accident) \$1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
A	<input checked="" type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB CLAIMS-MADE DED <input checked="" type="checkbox"/> RETENTION \$10000		20SBWAJ1798	01/01/2022	01/01/2023	EACH OCCURRENCE \$5,000,000 AGGREGATE \$5,000,000 \$
B	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE/OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N N N/A	20WBGAT3444	01/01/2022	01/01/2023	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTHER E.L. EACH ACCIDENT \$500,000 E.L. DISEASE - EA EMPLOYEE \$500,000 E.L. DISEASE - POLICY LIMIT \$500,000
C	Professional Liability		20OH042220522	01/01/2022	01/01/2023	Per Claim \$2,000,000 Aggregate \$2,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

CERTIFICATE HOLDER For Proposal Purposes Only	CANCELLATION SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE D.H. Coffey
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GENERAL INFORMATION, LICENSES

Our team currently holds licenses in the following states.
If we are not registered in your state, please inquire.

Engineering

Wyoming

Colorado

Idaho

Nevada

Surveying

Wyoming

Colorado

North Dakota

South Dakota

Louisiana

Texas

Kentucky

Nebraska

AUTHORIZATIONS

The following is a list of states we are authorized to do business in.
If your project's state is not listed below, please contact us.

State Authorizations

Wyoming

Colorado

North Dakota



EXHIBIT B

COFFEY ENGINEERING & SURVEYING, LLC FEE SCHEDULE FOR PROFESSIONAL SERVICES

Effective January 11, 2022

Classification	Hourly Rate
Professional/Engineer/Surveyor/Project Manager VII	\$250.00
Professional/Engineer/Surveyor/Project Manager VI	\$195.00
Professional/Engineer/Surveyor/Project Manager V	\$160.00
Professional/Engineer/Surveyor/Project Manager IV	\$145.00
Professional/Engineer/Surveyor/Project Manager III	\$135.00
Professional/Engineer/Surveyor/Project Manager II	\$125.00
Professional/Engineer/Surveyor/Project Manager I	\$115.00
Staff Engineer/Surveyor VI	\$130.00
Staff Engineer/Surveyor V	\$125.00
Staff Engineer/Surveyor IV	\$120.00
Staff Engineer/Surveyor III	\$115.00
Staff Engineer/Surveyor II	\$110.00
Staff Engineer/Surveyor I	\$105.00
Technician VI	\$105.00
Technician V	\$95.00
Technician IV	\$90.00
Technician III	\$80.00
Technician II	\$75.00
Technician I	\$70.00
Field Crew Leader	\$100.00
Field Crew Technician	\$75.00
1-Man Survey Crew	\$125.00
CAD/GIS Specialist III	\$130.00
CAD/GIS Specialist II	\$120.00
CAD/GIS Specialist I	\$110.00
Business Development Director	\$130.00
Project Support IV	\$95.00
Project Support III	\$85.00
Project Support II	\$75.00
Project Support I	\$65.00
Expert Witness	2X rate

Materials and Equipment	Cost
Aluminum Cap(s) with Rebar, 1 ½" (typical property corner)	\$10.00 each
Aluminum Monuments, 3" (section corners/property corners)	\$40.00 each
ATV per hour	\$25.00/hour
Snowmobile or Tracked ATV per hour	\$25.00/hour
UTV per Hour (two seat ATV, i.e., Polaris Ranger)	\$35.00/hour
Drawing Plots 24" x 36"	\$10.00 each
Drawing Plotter Paper(s), Mylar (24" x 36")	\$20.00 each
GPS or Robotic Total Station per hour	\$60.00/hour
Survey Materials (hubs, spikes, stakes, lath, pin flagging)	\$1.00 each
Spatial Imaging Scanner - Trimble VX	\$100.00/hour
Conventional Total Station per Hour	\$30.00/hour
Vehicle per day (5 hours or more)	\$55.00/day
Vehicle per hour	\$8.00/hour
Mileage	\$1.10/mile
Field Computer per hour	\$10.00/hour
Compressive Strength Testing of Specimen (concrete, grout, mortar)	\$20.00 each
Nuclear Density Gauge per hour	\$10.00/hour
Core Machine per hour	\$80.00/hour
Large Sieve Gradation	\$100.00 each
Small Sieve Gradation with Wash Sieve	\$150.00 each
Plastic Index Test	\$100.00 each
Standard Proctor	\$250.00 each
Modified Proctor	\$300.00 each
Soil Classification	\$350.00 each
Laboratory Testing	Cost plus 20% OR by Quotation
Incidental Costs (postage, UPS, copies, and other misc. costs)	Cost plus 20%
Subconsultant Services	Cost plus 20%
Additional Services	By Quotation

- ☐ For all work requiring EPA/MSHA/OSHA health and safety training and/or medical monitoring, the above hourly rates will be increased by thirty-five percent (35%).
- ☐ Field charges commence at the time of departure from and terminate at the time of return to the principal office or to the place of lodging near the field site. Personnel breaks and/or lunch periods are not included in charges.
- ☐ Rates apply to all phases of a project, including but not limited to: travel time, standby time, project management/consultation, and report/document preparation unless noted otherwise.
- ☐ Work at a client's request or convenience that requires over 40 hours per week, on a weekend, a holiday, or as an expedited/rush request will be billed at an hourly increase of thirty-five percent (35%).
- ☐ Invoices not paid within thirty (30) days of a billing date will be billed with an interest rate of one and three quarter percent (1.75%) per month, and/or an annual rate of twenty-one percent (21%). Interest is charged on the prior month's outstanding balance. Customer agrees to pay Coffey Engineering & Surveying, LLC costs in collection of any amount due hereunder or in the enforcement of its rights against customer including, but not limited to, costs and reasonable attorney fees, whether or not suit is actually initiated.
- ☐ Fees for expert witness services are twice the hourly rate listed.

COVID-19 Disclaimer:

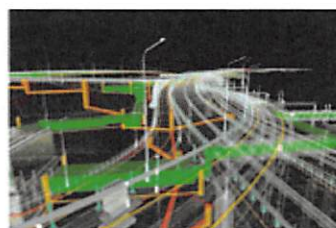
- Client acknowledges and agrees that due to the dynamic and fluid nature of the coronavirus pandemic (COVID-19) (the "Coronavirus Pandemic"), Coffey may face uncertainty regarding its ability to perform the work contemplated by the Agreement in accordance with the schedule and contracted price. As a result of the Coronavirus Pandemic, the schedule, and related scope and fee, provided in the Agreement may be impacted due to issues outside of Coffey's control including, but not limited to, the following: (a) shortages in labor (including employees and consultants); (b) direction or guidance from any applicable governmental authority or applicable law that renders Coffey's or it's subconsultants' performance impossible, impracticable, or contrary to such direction or guidance; (c) delays in governmental approvals; and (d) other causes beyond Coffey's reasonable control, regardless of whether such impacts are direct or indirect.

Thank you for your consideration.

You have your sights set on progress, and we want to support your vision. Let us know if you have any questions about our services or your project. Thank you for considering Coffey Engineering & Surveying.

Should you have any questions, please reach out to Collin Fossen

by email: cfossen@coffeyeng.com or by phone: (307) 742-7425



Attachment C

Insurance Requirements for Professional Services

Contractor shall procure and maintain for the duration of the contract, *and for 5 years thereafter*, insurance against claims for injuries to persons or damages to property which may arise from or in connection with the performance of the work hereunder by the Contractor, his agents, representatives, employees, subcontractors, contractors, or consultants.

MINIMUM SCOPE AND LIMIT OF INSURANCE

Coverage shall be at least as broad as:

1. **Commercial General Liability (CGL):** Insurance Services Office Form CG 00 01 covering CGL on an "occurrence" basis, including products and completed operations, property damage, bodily injury, and personal & advertising injury with limits no less than \$1,000,000 per occurrence, and endorsed with Stop Gap coverage providing Employers Liability insurance with limits no less than \$1,000,000 per accident for bodily injury or disease. If a general aggregate limit applies, either the general aggregate limit shall apply separately to this project/location (ISO CG 25 03 or 25 04) or the general aggregate limit shall be twice the required occurrence limit.
2. **Automobile Liability:** Insurance Services Office Form Number CA 0001 covering Code 1 (any auto), with limits no less than \$1,000,000 per accident for bodily injury and property damage.
3. **Umbrella or Excess Liability:** Contractor may achieve required limits and coverage for Commercial General Liability and Automobile Liability through a combination of primary and excess or umbrella liability insurance, provided such primary and excess or umbrella liability insurance policies result in same or greater coverage as coverages required in paragraphs 1 and 2 above, and in no event shall any excess or umbrella liability insurance provide narrower coverage than primary policy. Excess policy shall not require exhaustion of underlying limits only through actual payment by underlying insurers.
4. **Workers Compensation** as required by the State of Wyoming, with Statutory Limits.
5. **Professional Liability** with limits no less than \$1,000,000 per occurrence or claim, and \$2,000,000 policy aggregate.

If Contractor maintains broader coverage and/or higher limits than minimums shown for insurance, including but not limited to umbrella or excess liability insurance, Laramie County requires and shall be entitled to the broader coverage and/or higher limits maintained by Contractor. Any available insurance proceeds in excess of the specified minimum limits of insurance and coverage shall be available to the Laramie County.

Self-Insured Retentions

Self-insured retentions must be declared to and approved by the Laramie County. At the option of the Laramie County, either: the Contractor shall cause the insurer to reduce or eliminate such self-insured retentions as respects the Laramie County, its officers, officials, employees, and volunteers; or the Contractor shall provide a financial guarantee satisfactory to the Laramie County guaranteeing payment of losses and related investigation, claim administration, and defense expenses.

Other Insurance Provisions

The insurance policies are to contain, or be endorsed to contain, the following provisions:

1. **Laramie County, its officers, officials, employees, and volunteers are to be covered as additional insureds** on the CGL policy with respect to liability arising out of work or operations performed by or on behalf of the Contractor including materials, parts, or equipment furnished in connection with such work or operations and automobiles owned, leased, hired, or borrowed by or on behalf of the Contractor. General liability coverage can be provided in the form of an endorsement to the CONTRACTOR's insurance (at least as broad as ISO Form CG 20 10, CG 11 85 or **both** CG 20 10, CG 20 26, CG 20 33, or CG 20 38; **and** CG 20 37 forms if later revisions used).
2. For any claims related to this project, the **Contractor's insurance coverage shall be primary and noncontributory** insurance coverage at least as broad as ISO CG 20 01 04 13 as respects Laramie County, its officers, officials, employees, and volunteers. Any insurance or self-insurance maintained by Laramie County, its officers, officials, employees, or volunteers shall be excess of the Lead's insurance and shall not contribute with it.

Each insurance policy required by this clause shall provide that coverage shall not be canceled, except with notice to Laramie County.

Claims Made Policies

If any coverage required is written on a claims-made coverage form:

1. The retroactive date must be shown, and this date must be before the execution date of the contract or the beginning of contract work.
2. Insurance must be maintained and evidence of insurance must be provided for at least five (5) years after completion of contract work.
3. If coverage is canceled or non-renewed, and not replaced with another claims-made policy form with a retroactive date prior to the contract effective, or start of work date, the CONTRACTOR must purchase extended reporting period coverage for a minimum of five (5) years after completion of contract work.
4. A copy of the claims reporting requirements must be submitted to Laramie County for review.

Acceptability of Insurers

Insurance is to be placed with insurers with a current A.M. Best rating of no less than A: VII, unless otherwise acceptable to Laramie County.

Waiver of Subrogation

Contractor hereby agrees to waive rights of subrogation which any insurer of Contractor may acquire from Contractor by virtue of the payment of any loss. Contractor agrees to obtain any endorsement that may be necessary to effect this waiver of subrogation.

Verification of Coverage

Contractor shall furnish Laramie County with original certificates and amendatory endorsements, or copies of the applicable insurance language, effecting coverage required by this contract. All certificates and endorsements are to be received by Laramie County within 2 weeks of work commencing. However, failure to obtain the required documents prior to the work beginning shall not waive the Contractor's obligation to provide them. Laramie County reserves the right to require complete, certified copies of all required insurance policies, including endorsements, required by these specifications, at any time.

Subcontractors

Contractor shall require and verify that all subcontractors, contractors, or consultants maintain same insurance meeting all requirements stated herein. Contractor shall ensure that Laramie County is an additional insured on insurance required from subcontractors, contractors, or consultants. For CGL coverage subcontractors, contractors, or consultants shall provide coverage with a form at least as broad as CG 20 38 04 13.

Special Risks or Circumstances

Laramie County reserves the right to modify these requirements, including limits, based on the nature of the risk, prior experience, insurer, coverage, or other circumstances.