

**LARAMIE COUNTY PUBLIC WORKS/PLANNING DEPARTMENT  
PROFESSIONAL SERVICES CONTRACTOR AGREEMENT  
LARAMIE COUNTY, WYOMING / GLM DESIGN GROUP**

THIS AGREEMENT is made and entered into by and between Laramie County, Wyoming, P.O. Box 608, Cheyenne, Wyoming 82003-0608, ("COUNTY") and GLM Design Group, P.O. Box 20505 Cheyenne, Wyoming 82003 ("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' (25 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 / GLM DESIGN GROUP

Signature Page


LARAMIE COUNTY, WYOMING

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

ATTEST:


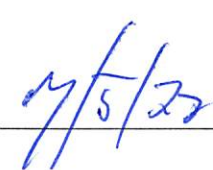
By: \_\_\_\_\_ Date \_\_\_\_\_  
Laramie County Clerk

GLM DESIGN GROUP:

By:  \_\_\_\_\_ Date 6/28/22

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

REVIEWED AND APPROVED AS TO FORM ONLY:

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



**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@laramiecountywy.gov](mailto:molly.bennett@laramiecountywy.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](mailto: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) Invalidation: 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 6<sup>th</sup> 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 6<sup>th</sup> 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 6<sup>th</sup> 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.



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## **Thank you for considering the GLM Design Group Team.**

### **Engineering and Surveying Services | Laramie County, Wyoming**

The GLM Design Group Team is well qualified to provide the requested engineering and surveying services on behalf of the Laramie County Public Works and Planning and Development Program. Our team members have industry-recognized expertise in land development, drainage engineering, H & H modeling, public process/involvement, development review, floodplain management, MS4, CRS, and regulatory code updates on behalf of our municipal clients. Our team members are local and will be responsive to your needs. We are excited at the opportunity to partner with the County and assist with development review, floodplain management, and miscellaneous projects.



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May 4, 2022

Laramie County Board of Commissioners  
Attention: Molly Bennett – Laramie County  
Director of Public Works  
13797 Prairie Center Circle  
Cheyenne, WY 82009

***RE: Response to Request for Proposal for Engineering and Surveying Services on behalf of the Laramie County Director of Public Works and the Planning and Development Program Manager***

Dear Members of the Selection Committee,

The GLM Design Group Team is pleased to present you with our proposal and statement of qualifications to provide our professional services for engineering and surveying services on behalf of the Laramie County Public Works and Planning and Development Program. The GLM Design Group Team Members are a local group of professionals who have been involved in county development, engineering projects and studies, development review, and local code updates for the last 26-years and this team brings a unique familiarity and expertise to this request for services.

GLM Design Group, LLC was established in 2018 by Mr. MacDonald and is built on a foundation of responsive, innovative, and cost-effective service. Our focus is on providing our clients with significant value as we engage in helping them to accomplish their project objectives. We are genuinely committed to building long-term relationships with our clients and leaving a positive legacy in the communities that we work in. Joining GLM Design Group as a contract employee is Ms. Barbara Kloth who brings industry recognized expertise in Land Use Planning. Ms. Kloth is a certified AICP planner with many years of experience in the community. She worked for the Laramie County Planning and Development Program before transitioning to the private sector where she has assisted multiple communities with land use planning.

Mr. MacDonald was a Cheyenne Planning Commissioner for seven years assisting with the review and adoption of the Unified Development Code. He is currently the Town Engineer for the towns of Kersey and LaSalle Colorado and the acting Drainage Engineer for the City of Cheyenne where he is updating the MS4 Storm Water Management Plan (SWMP) for compliance with the federal clean water act on behalf of the City, County and WyDOT. He is assisting with the city's Community Rating System (CRS) and will be providing expertise to the city for their upcoming Community Assistance Visit (CAV) by the Office of Homeland Security for an evaluation of their compliance efforts under the National Flood Insurance Program (NFIP).

Gene currently assists the state of California Office of Emergency Services (CaOES) as a contractor with Hagerty Consulting with review of Benefit-Cost Analyses in support of federal and state funding through FEMA and State of California HMGP funding opportunities. He is also assisting the state of Colorado Emergency Management (DHSEM) with similar support. Gene authored the initial MS4 SWMP on behalf of the city, county and WyDOT, was instrumental in enrolling the city into the CRS program, and has recently enrolled the Town of Kersey, Colorado into the NFIP. Mr. MacDonald was registered as a Certified Floodplain Manager (CFM) for many years and can be reinstated if required by the county. Based upon the County's description of services outlined within the RFP and question responses, along with our own familiarity with county development, we believe our team can deliver a suite of services that will exceed the County's expectations.

Our team members are fluent in municipal engineering, land development, stormwater modeling from project visioning through design and construction, drainage regulations and code updates, floodplain management, construction inspection, comprehensive land use planning, and land surveying. We have nationally regarded experts in Benefit-Cost Analysis (BCA) and are well versed with stormwater utilities, MS4 permitting and inspection, and regulatory updates. Our team members are highly competent professionals with years of local experience. If selected, our overall team consists of the following firms:

**GLM Design Group** – Municipal/Drainage Engineering, Floodplain Management, MS4, CRS, NFIP, Land Use Planning

**Summit Engineering** – Civil Engineering, Construction Inspection, County Land Development, Transportation Engineering

**Steil Surveying** – Land Surveying, Boundary Surveying and Subdivision Plats

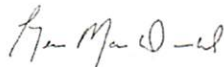
**Delich Associates** – Traffic Engineering

This highly qualified team of experts we have assembled have years of experience working with each other on numerous projects along the Front Range and in Cheyenne. Our team has extensive experience in site development planning and engineering, private and public sector design, and construction, permitting and regulatory approvals, and coordination with WYPDES inspectors and staff. We bring unique expertise to the county's requested scope of services for this contract, including:

- Larry Gallagher and Mr. MacDonald currently assist the South Cheyenne Water & Sewer District with similar services.
- We have industry recognized expertise in H & H modeling – our team members have completed numerous LOMRs in the community on behalf of the city and county.
- Mr. MacDonald is currently providing similar services for the towns of Kersey and Lasalle, Colorado in his capacity as Town Engineer for those communities. He is currently providing drainage/floodplain management services on behalf of the City of Cheyenne.
- Summit Engineering and Steil Surveying have done numerous development projects in the County over the last twenty years and are well-versed with County requirements and regulations.
- Our Team Members have a history of successful collaboration with County Staff.

The GLM Design Group team is available to immediately begin providing the requested services on behalf of Public Works and Planning and Development. Our proposal demonstrates that we have the experience and capacity, and excitement to successfully complete this project for the City of Cheyenne. Thank you for the opportunity to partner with you on this exciting project. If you have any questions during your review of this response, please do not hesitate to email or call Gene MacDonald.

Sincerely,  
GLM Design Group



Principal-in-Charge  
(307) 214-7065  
P.O. Box 20505  
Cheyenne, Wyoming 82003



# 1. COMPANY OVERVIEW

## GLM Design Group Company Overview

GLM Design Group, LLC was established in 2018 by Gene MacDonald and is built on a foundation of responsive, innovative, and cost-effective service. Our focus is on providing our clients with significant value as we engage in helping them to accomplish their project objectives. We are genuinely committed to building long-term relationships with our clients and leaving a positive legacy in the communities that we work in. We recognize the importance of good project visioning and how that can pay dividends to our clients in terms of budget and the ability to provide multiple benefits from a single project. This is true for both public and private sector projects where the design life is often more than thirty years. Capital improvement projects along with private site development can significantly impact people.

GLM Design Group has established long-term working relationships with key partners to better provide our clients with a seamless visioning, design/study, and project funding experience. We are engaged with our partners on behalf of both public and private sector clients. Our partners include Summit Engineering and Steil Surveying Services.

Gene has been involved in the public sector for 26-years having worked for both the WyDOT and the City of Cheyenne as a riverine/drainage engineer. He is currently the Town Engineer for the towns of Kersey and LaSalle, Colorado. He is currently the acting drainage engineer for the City of Cheyenne where he assists city staff with development review, MS4 compliance, CRS and NFIP compliance, floodplain management, and municipal code updates. Gene served as a Cheyenne Planning Commissioner for seven years, several of those along side Mr. Gunnar Malm.

Ms. Barbara Kloth will be joining GLM Design Group as a contract employee providing a wealth of experience in land use planning. Barbara has worked in both the public and private sectors and was employed by the county as a planner in their Planning and Development Program. She is an AICP-certified planner and has many years of experience as a planning services reviewer on the public side. Barbara and Gene have worked together on numerous planning projects including EPA-funded Brownfields projects, private sector site development, and funding opportunities on behalf of public sector clients.

GLM Design Group staff have many years of experience as public sector reviewers of land development applications, drainage designs, floodplain development, water quality/erosion control designs, and other land development related review. Moreover, in Gene's role as Town Engineer and Drainage Engineer, he regularly supports his clients with MS4, CRS, and NFIP assistance, review and evaluation of potable water demand, federal clean water act compliance, construction site inspections, and the solicitation and management of subconsultants, contractors, vendors needed for capital improvement projects.

Mr. MacDonald has managed over \$6 million in capital improvement projects in Kersey, Colorado over the last 24-months and is currently managing a storm drainage master plan on behalf of the Town. The information listed above illustrates our breadth of knowledge and experience regarding land use development review, floodplain management, and project management.

**a. The firm name and business address, including phone number and web site URL**

GLM Design Group  
P.O. Box 20505 | Cheyenne,  
WY 82003 (307) 214-7065

**b. The year the firm was established, (including former names and year established if applicable):**  
2018

**c. The type of ownership and parent company, if applicable**  
S Corporation

**d. The indication of the firm's licensing to do business in the State of Wyoming**

GLM Design Group received its Certificate of Organization from the Office of the Secretary of State of Wyoming on August 7, 2018. This entity has been assigned entity identification number 05879495. GLM Design Group is also authorized to provide Professional Engineering services by the Wyoming State Board of Professional Engineers and Professional Land Surveyors as of August 27, 2018, License No. E-2023. EIN 83-1489886 | DUNS No. 04-973-7832

**e. Statement of present workload.**

GLM Design Group has 45% workload availability and can immediately begin working on behalf of the Laramie County Public Works and Planning and Development Program.



# 1. COMPANY OVERVIEW

## Summit Engineering Company Overview

Summit Engineering, LLC was established in 1997 by Larry Gallagher, PE. Summit Engineering prides itself on providing high-quality civil engineering with thoughtful, budget-minded designs to both its public sector and private sector clients.

Mr. Gallagher has been involved with land development and site design for 33-years. He is the engineer-of-record for numerous well-designed development projects in the County over that time. Larry is well respected in the Cheyenne community as an accomplished, highly competent site designer and is well versed with both City and County land use regulations and code requirements.

In recent years, Larry has served as the District Engineer for the South Cheyenne Water and Sewer District where he has assisted the District with potable water and sanitary sewer engineering designs and construction management. Moreover, he is assisting the District with water demand and sanitary sewer system modeling and the solicitation and management of contractors and vendors needed for capital improvement projects.

Summit Engineering staff includes Ms. Darci Hendon in a project management role. Ms. Hendon has over 21-years of experience in civil engineering, site design, transportation engineering, municipal engineering, public process facilitation, and trail design. Darci has been actively involved in the Cheyenne community having begun her career with the WyDOT and then moving into the private sector with BenchMark, Nolte, Ayres Associates, and now, as a partner at Summit Engineering.

Larry and Darci are both well respected in the community for their site design expertise. Additionally, they have designed nearly 50% of the Greater Cheyenne Greenway system, including seven underpasses and numerous pedestrian bridges. They are well versed with City and County construction specifications, permitting requirements, WYPDES site design requirements, and land use regulations.

Summit Engineering has established long-term working relationships with key partners to better provide our clients with high-quality, budget-minded designs. We are engaged with our partners on behalf of both public and private sector clients. Our partners include GLM Design Group, Steil Surveying Services and Delich Associates. Summit is well positioned to assist County Public Works with project scoping, design, delivery schedule, technical specifications and bid documents, bid support, construction administration, and inspection.

Summit Engineering staff have many years of experience providing professional services to their public sector clients including the City of Cheyenne, County, LCSD#1, MPO, and Cheyenne LEADS. They are well versed in both design and construction management and pride themselves on providing their clients with cost-effective designs.

**a. The firm name and business address, including phone number and web site URL**

Summit Engineering, LLC  
5907 Townsend Place  
Cheyenne, WY 82009  
(307) 637-0681

**b. The year the firm was established, (including former names and year established if applicable):**  
1997

**c. The type of ownership and parent company, if applicable**  
S Corporation

**d. The indication of the firm's licensing to do business in the State of Wyoming**  
Summit Engineering received its Certificate of Organization from the Office of the Secretary of State of Wyoming on October 16, 1997. This entity has been assigned entity identification number 0327289. Summit Engineering is also authorized to provide Professional Engineering services by the Wyoming State Board of Professional Engineers and Professional Land Surveyors as of October 23, 1997, License No. E-0379.

**e. Statement of present workload.**  
Summit Engineering has 25% workload availability and can immediately begin working on behalf of the Laramie County Public Works and Planning and Development Program.

# 1. COMPANY OVERVIEW

## Steil Surveying Services Company Overview

Steil Surveying Services, LLC was established in 1982 by John Steil and remains a community involved and locally oriented firm with 13 employees holding over 150 years of combined field experience, between the Cheyenne Home and Wheatland Field Offices. Dedicated to each customer and project, Steil Surveying is still run by surveyors and consistently provides the most accurate, complete and timely surveys and project services in an environment that still values personal interaction and a job done right the first time.

We have been the go-to surveying firm in Southeastern Wyoming and Northern Colorado for over three decades, with an attention to detail and a devoted team of surveyors and design and drafting professionals, you can always be assured of consistent service and quality results. Over the last 25 years, Steil Surveying Services has evolved from a simple land and boundary survey firm to an incredibly diverse survey, site planning and development services firm for every parcel of land, and every scale of project; from local commercial or residential renovation or new-build, pipeline, plat and well projects, subdivisions and easements of all types and over any ground in the region.

Experienced and equipped to provide control surveys, subdivision platting, site and master planning for single-lot or large acre developments, transmission and pipeline surveys, aerial photo control surveys, oil and gas related surveys, construction surveys, title and landownership research, topographic surveys, architectural surveys, land surveys, section subdivision, GPS surveys, cross sectioning, mining surveys, cadastral surveys, hydrographic surveys and as-built surveys.

**a. The firm name and business address, including phone number and web site URL**

Steil Surveying Services  
1102 W. 19<sup>th</sup> Street  
Cheyenne, WY 82003  
(307) 634-7273

**b. The year the firm was established, (including former names and year established if applicable):**  
1982

**c. The type of ownership and parent company, if applicable**  
Corporation, LLC

**d. The indication of the firm's licensing to do business in the State of Wyoming**

Steil Surveying Services received its Certificate of Organization from the Office of the Secretary of State of Wyoming on January 3, 1996. This entity has been assigned entity identification number 000306416. Steil Surveying Services is also authorized to provide Professional Engineering services by the Wyoming State Board of Professional Engineers and Professional Land Surveyors, License No. PLS 2500/pls 5910.

**e. Statement of present workload.**

Steil Surveying has 15% workload availability and can immediately begin working on behalf of the Laramie County Public Works and Planning and Development Program.

## Delich Associates Company Overview

Delich Associates was established in 1980 by Matthew J. Delich to provide traffic and transportation engineering, transportation planning, and civil engineering to clients along the Front Range of Colorado and southeast Wyoming. Mr. Delich has partnered with Summit Engineering for several years to support their projects with traffic and transportation engineering. Matthew will provide similar services in support of the GLM Design Group Team to support Laramie County Public Works and the Planning and Development Program with transportation and traffic engineering expertise for miscellaneous projects, review of traffic studies and transportation designs for compliance with County design standards and development requirements.

**a. The firm name and business address, including phone number and web site URL**

Delich Associates  
2272 Glen Haven Drive  
Loveland, Colorado 80538  
(970) 669-2061

**b. The year the firm was established, (including former names and year established if applicable):** 1980

**c. The type of ownership and parent company, if applicable**  
Corporation, LLC

## 2. PROJECT TEAM

### Organizational Chart

The GLM Design Group team has extensive experience working in Laramie County. Team members have been involved in projects over the last 30-years that have had a transformational impact on the County. Our team includes Summit Engineering, Steil Surveying Services, and Delich Associates (to assist with traffic and transportation engineering in support of development review and miscellaneous county projects). GLM Design Group has been in partnership with both Summit Engineering and Steil Surveying Services since its founding in 2018. Mr. MacDonald's collaboration with Ms. Darci Hendon and Mr. Larry Gallagher of Summit Engineering and Mr. Jeff Jones of Steil Surveying Services goes back many years. GLM Design Group works exclusively with Steil Surveying for our survey needs and Mr. MacDonald has collaborated extensively with Mr. Jeff Jones for riverine survey for input into HEC-RAS models.

Our Team members have considerable experience with County development as well as major master drainage studies and riverine LOMRs in the County. The Lower Dry Creek Constructed Wetland project (a public/private partnership between the County and Mr. Dale Keizer) was conceived by Gene MacDonald. Gene successfully pursued outside funding and provided construction management on behalf of the County.

Our team is uniquely qualified to assist Public Works and the Planning and Development Program with development review, floodplain management, and miscellaneous project needs for the county. GLM Design Group staff have extensive experience with development review, land use planning, and floodplain management and are currently assisting three communities including Cheyenne with these services. Moreover, we have expertise with the MS4, CRS, and NFIP programs and are currently updating the Cheyenne Urbanized area MS4 SWMP on behalf of the City and County.

Our supporting team members, Summit Engineering and Steil Surveying Services, are well versed with County development and site design. They have considerable expertise with road and utility design, permitting and inspection, and regulatory requirements in the County. Our team members have also been involved in significant capital improvement projects and efforts in the County in recent years. GLM Design Group, in conjunction with CivilWorx, has just completed the South Child's Draw Tributary Master Drainage Plan; assisted with the 2018 LCCD Master Plan; completed the Lower Dry Creek LOMR; and is currently developing the conceptual drainage plan for new conduits under the UPRR embankment including new drainage facilities for both East Park and the LCCD open area.

Summit Engineering has recently completed the Archer Trail Connector Plan; the Southeast Greenway Trail Connector Plan; and the LCCC Greenway Underpass Design which they are currently providing construction management. If selected, the GLM Design Group Team pledges to staff this project with the key individuals noted in this submittal and we will make all these individuals available immediately to begin work on this project. Ms. Kloth and Mr. MacDonald will carefully manage the project to ensure that our team meets County deadlines.



**CAPACITY CHART:**  
*The GLM Design team and their consultants are currently at approximately 55% capacity with 10% projected workload and 35% available for new work*

#### Laramie County

**GLM Design Group Team Lead**  
 Land Use Planning, Drainage Engineering, Floodplain Management, MS4, CRS, NFIP  
 Gene MacDonald, PE - Principal in Charge  
 Barbara Kloth, AICP, Senior Associate

#### SUBCONTRACTED SERVICES

**Summit Engineering**  
 Civil Engineering, Land Development/Site Design, Construction Inspection  
 Darci Hendon, PE Project Manager  
 Larry Gallagher, PE Principal-in-Charge

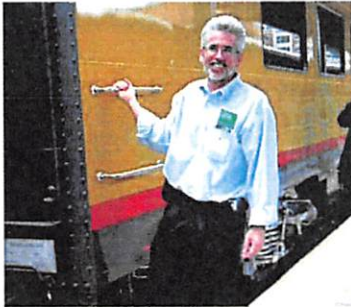
**Delich Associates**  
 Traffic and Transportation Engineering  
 Matthew J. Delich, PE, PTOE Principal-In-Charge

**Steil Surveying**  
 Surveying  
 Jeffrey B. Jones, PLS - Project Manager  
 Bradley J. Steil - Survey Crew Chief

## Key Personnel Summaries



**GLM Design Group** was founded on the simple premise of providing our clients with responsive, innovative, and cost-effective service. We strive to provide our clients with creative design solutions that satisfy diverse interests and meet project goals. We are well versed in general civil, H & H modeling, and municipal design with significant experience in both the public and private sectors. We have managed highly visible and successful public outreach/community involvement campaigns for challenging projects and have successfully collaborated with multiple professional disciplines to deliver our clients a quality project.



GENE MACDONALD, PE

### ROLE/RESPONSIBILITY: *Principal-in-Charge, Lead Design Engineer*

With 26 years of experience, Gene brings skills to clients to save them money and develop partnerships. He will serve as the Principal-in-Charge. Gene's background is in water resources engineering where he has expertise in drainage master planning, hydrologic and hydraulic modeling, and riverine analysis. He completed the FEW drainage master plan in 2001 including the Dry Creek headwaters, assisted with the West Edge master plan with projects still under construction, and recently assisted with the South Child's Draw master plan. He is currently managing the drainage master plan for Kersey, CO. He specializes in project visualization and design, mitigation assistance, and grant strategies/writing on behalf of his clients.

Gene is the Town Engineer for the towns of Kersey and LaSalle, Colorado where he is engaged in development review, floodplain management, and design and construction management of miscellaneous projects. He is currently the acting drainage engineer for the City of Cheyenne where in addition to assisting staff with development review and floodplain management, he is updating the Cheyenne Urbanized Area's MS4 SWMP on behalf of the City, County, and WyDOT.

#### EDUCATION

BS Civil Engineering, Michigan Technological Univ.  
MS Civil Engineering, Michigan Technological Univ.

#### REGISTRATIONS

WY, 2000 PE - 8891  
CO, 2000 PE - 34958

#### AREAS OF EXPERTISE

Water Resources Engineering  
Project Management  
Public Process  
Master Planning/Visualization  
Grant Strategies

#### RELEVANT PROJECTS

Cheyenne West Edge; Cheyenne, WY  
Laramie County Lower Dry Creek Wetland, Laramie County, WY  
East Cheyenne Business Park Water Quality BMPs, Cheyenne, WY  
Bluff Lake Nature Center Aquatic Habitat Improvement, Denver, CO  
Dry Creek Sheridan Reach Flood Control Project, Cheyenne, WY  
Kersey Master Drainage Plan, Kersey, CO  
Gillette Dalby Lake Benefit-Cost Analysis/Inundation Mapping, WY  
Benefit-Cost Anal, Technical Reviews, Training, CAOES, Mather, CA  
City of Longmont RSVP Hover Rd. Reach Benefit-Cost Analysis, CO  
East Park Hydrologic & Hydraulic Analysis, Cheyenne, WY

#### REFERENCES

Christian Morgan, Town Administrator, Town of Kersey, (970) 353-1681  
Barbara Brunk, Town Planner, Town of LaSalle, (303) 775-6180  
Tom Cobb, PE, City Engineer, City of Cheyenne (307) 638-4314  
Dena Hansen, General Manager, South Cheyenne Water & Sewer District

*Work with a dedicated, knowledgeable team of professionals who have a genuine interest in the details and challenges of your project. GLM Design Group will work closely with you every step of the way to accomplish your project objectives and make your vision a reality.*

KLOTH.BARBARA@GMAIL.COM

563-249-7755



# BARBARA KLOTH, AICP

PLANNING AND DEVELOPMENT

## EDUCATION

### BACHELOR OF SCIENCE, SPANISH AND COMMUNITY AND REGIONAL PLANNING

Iowa State University | 2006 - 2010

Pontifical Catholic University of Valparaiso, Chile |  
2009

### LEVELS 1 AND 2: WINE SEMINAR AND ADVANCED SOMMELER COURSES

International Wine and Spirits Guild | 2016, 2018

LEADERSHIP CHEYENNE | 2015 - 2016

## ADDITIONAL SKILLS

- Project Management
- Public Outreach
- Stakeholder Engagement
- Online and In Person Group Facilitation
- Team Development
- Creative Problem Solving
- Digital 3D Modeling

## CERTIFICATIONS

### CERTIFIED PLANNER | 2015

American Institute of Certified Planners (AICP)

### CERTIFIED FACILITATION EXPERT | 2019

Technology of Participation

## VOLUNTEER

Cheyenne Central High School Track and Field |  
2022 - Present

Cheyenne Downtown Development Authority  
Design Committee | 2015 - Present

Cheyenne Greenway Foundation | 2013 - 2017

## PLANNING APPROACH

Barbara excels at designing increment-able changes to increase compliance with code while minimizing impacts to applicants when possible. Her professional practice includes designing and standardizing flexible approaches to ensure access to such opportunities for all applicants. She believes in leveling the playing field with right sized regulations and clear guidance.

## WORK EXPERIENCE

### MANAGEMENT CONSULTANT 2019 - 2022

PUBLIC KNOWLEDGE, LLC

- Project management
- Virtual stakeholder engagement and facilitation
- Public technology systems development
- System procurement support
- Public grant program design and implementation
- State policy, rule making, and template development
- Trainings and facilitation

### PLANNER 2016 - 2019

AYRES ASSOCIATES

- Community master planning
- Strategic planning
- downtown planning and programming
- Grant writing
- Spanish - English public outreach
- Proposal writing
- Graphic design

### ASSOCIATE - SENIOR PLANNER 2012 - 2016

LARAMIE COUNTY PLANNING AND DEVELOPMENT

- Current and Long range planning
- Report writing and presentation at public hearings
- GIS mapping and data management
- Interpreting development code and state statutes
- Process documentation and team training



**Summit Engineering** has been providing high quality civil engineering with thoughtful, budget-minded designs since 1997. This is done with an understanding that quality engineering takes more than simply drawing lines on a plan set – it takes thoughtful consideration of: client needs, the intricacies of each site and project, and production of reliable plans that can be easily interpreted by the construction team. Summit Engineering specializes in all aspects of civil engineering including road design, wet utility design, drainage, site renovations, complete site redevelopment, land development and municipal engineering. Additionally, we have expertise in recreational trail design, park design, planning and public involvement for project development. With many of our projects we complete the design AND the construction management, which means that we understand how our plans are used in the field, and we design plans with that in mind.



DARCI HENDON, PE

**ROLE/RESPONSIBILITY:** *Project Manager, Project Engineer*

Darci has 22 years of experience in civil engineering; specializing in site design, land development and construction administration. Her attention to detail and comprehension of the complete project, not just the civil design portion, ensure that projects come together in the best possible way for her clients.

**RELEVANT PROJECTS**

Sweetgrass Rocking A; Cheyenne, WY  
Sweetgrass 7<sup>TH</sup> Filing; Cheyenne, WY  
Sweetgrass Village Center; Cheyenne, WY  
LCCC Greenway Underpass; Cheyenne, WY  
Archer Trail Connector Plan; Cheyenne MPO (With Ayres Associates)  
Southeast Greenway Connector Plan; Cheyenne MPO (With Ayres Associates)  
East Park Drainage and Greenway Plan; Cheyenne MPO  
Laramie Spring Creek Trail; Laramie, WY  
Home2 Suites Site Engineering; in Cheyenne, WY  
Cheyenne Skin Clinic Site Engineering; in Cheyenne, WY  
Freddy's Site Engineering, in Cheyenne, WY  
Willadsen Estates, 2<sup>ND</sup> Filing; Laramie County, WY  
Destin Heights, Laramie County, WY  
Billy Jack Pizza Site Engineering, Laramie County, WY

**EDUCATION**

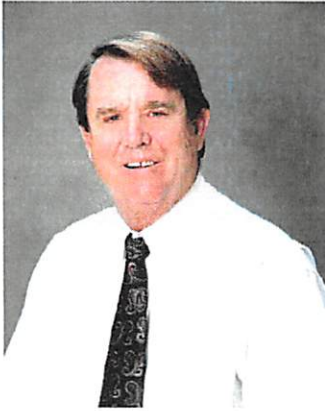
BS Civil Engineering, 1999

**REGISTRATIONS**

WY, 2004 PE – 10154  
CO, 2004 PE – 38646

**AREAS OF EXPERTISE**

Site Design  
Pedestrian & Bicycle Facilities  
Street Reconstruction Design  
Public Process Facilitation



LARRY GALLAGHER, PE

**ROLE/RESPONSIBILITY:** *Principal-In-Charge*

Larry has 33 years of experience in civil engineering, specializing in water and sanitary sewer design, land development and site design. Larry started Summit Engineering in 1997 and has been providing high-quality professional civil engineering designs in southeast Wyoming and Northern Colorado ever since. Larry has been the District Engineer for the South Cheyenne Water & Sewer District (SCW&SD) since 2013. In this role he reviews plans submitted to the District for water and sewer connections to the District's facilities.

**RELEVANT PROJECTS**

- Sweetgrass Phase I; Cheyenne, WY
- Chukker Ridge Subdivision; Cheyenne, WY
- SCW&SD Sanitary Sewer Rehabilitation Project; Cheyenne & Laramie CO, WY
- SCW&SD Water & Wastewater Master Plan; Cheyenne & Laramie CO, WY
- Crow Creek Sanitary Sewer Siphon Rehabilitation, Cheyenne, WY
- Campstool Addition; Cheyenne, WY
- Pershing Marketplace; Cheyenne, WY
- Teton Business Park; Cheyenne, WY
- Sierra Trading Post; Cheyenne, WY
- Cheyenne Greenway, Walterscheid Underpass; Cheyenne, WY
- Sun Valley Park; Cheyenne, WY
- Boys and Girls Club; Laramie CO, WY

**EDUCATION**

B.S. Civil Engineering, 1988

**REGISTRATIONS**

WY, 1994 PE – 6698

CO, 1999 PE – 33210

**AREAS OF EXPERTISE**

Utility Design, Water & Sewer  
Site & Grading Design  
Drainage



## JEFFREY JONES, PLS

**ROLE/RESPONSIBILITY:** *General Partner / Project Manager*

Mr. Jones is a Registered Professional Surveyor in the States of Wyoming and Colorado and has a B.S. Degree in Forest Engineering from Oregon State University. He is also an Engineer in Training (EIT). He has over 31 years' experience in all types of land, GPS, construction, and topographic surveying. Mr. Jones is known for his knowledge of GPS systems and procedures, as well as the practical uses and definitions of multiple coordinate systems as well as error analysis and corrections. He has been a survey crew chief performing control surveys, boundary surveys and mapping surveys within the State of Wyoming, the State of Colorado, the City of Cheyenne, and F.E. Warren Air Force Base.

## BRADLEY J. STEIL

**ROLE/RESPONSIBILITY:** *General Partner / Survey Crew Chief*

Mr. Steil is a National Society of Professional Surveyors (NSPS) Certified Technician. He has over 30 years' Experience in Land, GPS, topographic, pipeline, oil and gas, boundary, aerial, and construction surveying. He was the survey crew chief for the As-Built Survey for the 117-mile Conoco line from Horse Creek Pump Station Wyoming to Denver, Colorado. Mr. Steil was survey crew party chief for the location and elevation of over 400 monitor & test wells at F.E. Warren AFB. He is a survey crew chief for multiple oil and gas companies in Southeast and Central Wyoming. He also has performed as survey crew chief on pipeline projects throughout southeast Wyoming and Northern Colorado utilizing GPS surveying methods to establish the alignment and right-of-way surveys coordinating with numerous landowners, data collection for the design, construction layout and as-built surveys. He also specializes in unmanned aerial systems setting up flight plans, flying the project and post processing for final deliveries.



**DELICH ASSOCIATES**  
**MATTHEW J. DELICH, P.E., PTOE**  
**2272 Glen Haven Drive**  
**Loveland, Colorado 80538**  
**Phone:(970) 669-2061 FAX:(970) 669-5034**

## **PROFESSIONAL EXPERIENCE**

### **Matthew J. Delich, P.E./ Delich Associates 1980 to present, Loveland, Colorado**

A consulting Engineer providing professional engineering services in the areas of traffic and transportation engineering, transportation planning, and civil engineering. He has worked as a technical consultant to numerous governmental agencies, engineering consultants, and private industry.

### **BRW, Inc. 1978-80, Cheyenne, Wyoming**

Director of Transportation Engineering Studio providing transportation and traffic engineering input on numerous multi-disciplinary projects. Conducted transportation engineering analyses in Wyoming, Colorado, Nebraska, and Montana.

### **Larimer-Weld Regional Council of Governments 1975-78, Loveland, Colorado**

Director of Transportation Planning directing the 3-C transportation planning process in the Larimer-Weld Region. Conducted traffic and transportation engineering analyses for local communities. Prepared the Regional Air Quality Plan.

### **Southwestern Pennsylvania Regional Planning Commission 1967-75, Pittsburgh, Pennsylvania**

Principal Traffic Engineer responsible for: carpool/buspool planning; small area transit studies; regional transit development program; highway corridor analyses; travel surveillance; and regional transportation planning.

## **EDUCATION**

B.S. Civil Engineering, University of Cincinnati, 1966

M.S. Civil Engineering, West Virginia University, 1969

Numerous courses and seminars to maintain professional proficiency and understanding of current technology.

## **REGISTRATIONS AND AFFILIATIONS**

Professional Engineer in Colorado and Wyoming.

Professional Traffic Operations Engineer.

Institute of Transportation Engineers, Fellow.

## **PUBLICATIONS**

Intersection Delay At Unsignalized Intersections. Presented at the ITE Western District Meeting, Boise, Idaho, July 1990.

Transportation-Related Impacts of Land Use Alternatives in the Fort Collins, Greeley, Loveland Triangle. 1977 - Presented at the ITE Western district Meeting, Honolulu, Hawaii, July 1979.

Trip Generation for Mixed-Use Developments. Colorado/Wyoming Section Technical Committee - Trip Generation, ITE, 1987.

### 3. RELATED PROJECT EXPERIENCE/ REFERENCES

## LOWER DRY CREEK WETLANDS/EAST PARK

*Cheyenne, Wyoming*

*The GLM Design Group has conducted and permitted the most current hydraulic modeling of the UPRR crossing*

Mr. MacDonald was responsible for project management, design, and construction management of a unique public/private partnership between the County and a local landowner/developer. The project involved the placement of a 5-acre constructed wetland to be located on private property but funded and maintained by the County as a public improvement.

Gene provided the engineering services for the 2.5-acre forebay pond with a 2.5-acre wetland chase to provide sediment control and preserve green space for an area slated for urban development. Gene conceived and prepared the successful EPA-319 grant application for funding the project, assisted with detailed permitting efforts, coordinated efforts between the private property owner and Laramie County, created design drawings for the constructed wetland, assisted with public information efforts, prepared construction bid documents, conducted water quality monitoring, and provided construction management services. The project has been a highly successful water quality wetland on the main stem of Dry Creek and is now the centerpiece of Cheyenne's new East Park.

GLM Design Group is currently involved with the hydrologic and hydraulic analysis for East Park in support of potentially using the UPRR historic 6' x 8' masonry box arch culvert as a Greater Cheyenne Greenway pedestrian connection to the LCCD open area immediately south of the UPRR crossing. The East Park Study is evaluating a reconfigured detention storage area upstream of the Union Pacific embankment to eliminate the risk of a breach, hydraulically isolating the historic 6' x 8' box arch culvert and providing drainage/wetland improvements for the LCCD open area.

#### REFERENCE

Dale Keizer | Landowner  
307.630.9718

Jeanie Vetter | Greenway/Parks Planner  
307.638.4379

Tom Mason | MPO Director  
307.630.9071

#### PROJECT TEAM MEMBERS

GLM Design Group

#### RELEVANCE

The UPRR crossing is a critical reach and a "bottle neck" for design for the lower Dry Creek. It will be a critical element progress in the development of a working master plan for the Dry Creek Basin.

#### ORIGINAL PROJECT BUDGET

\$30,000

#### FINAL PROJECT COST

\$30,000



# CASE STUDY: LCCD MASTER PLAN STUDY

*Cheyenne, Wyoming*

*Gene MacDonald was recognized as a 2009 Laramie County Conservation District Conservation Partner*

This project involved identifying possible best management practice (BMP) types, locations, uses, and aesthetics to improve water quality, habitat, and experiences at Dry Creek in the East Cheyenne Business Park. The client was the Laramie County Conservation District, and the focus was on a future headquarters site for the district that would further their mission and provide significant educational opportunities for Laramie County residents. Issues to be addressed included head cutting, bank erosion, fish passage, water quality, and "street-to-creek" BMPs, wetland design and enhancement, and e-coli removal. An illustrated conceptual plan for BMPs was developed along with possible educational opportunity recommendations such as trail alignments and citizen science experiences, followed by preparation of a final design of selected options. The Laramie County Conservation District and Cheyenne LEADS economic development group partnered on the study. Mr. MacDonald managed all phases of the study including extensive coordination with the Wyoming Department of Environmental Quality and specific City of Cheyenne stakeholder departments.

## REFERENCE

LCCD  
 Shaun Kirkwood, District Manager  
 307.772.2600  
 Cheyenne LEADS  
 Derrek Jerred  
 Business Development Specialist  
 307.772.7243

## RELEVANCE

The East Cheyenne Business Park is located on the south side of the Union Pacific railroad crossing of Dry Creek, immediately downstream of East Park.

## DESIGN FEE

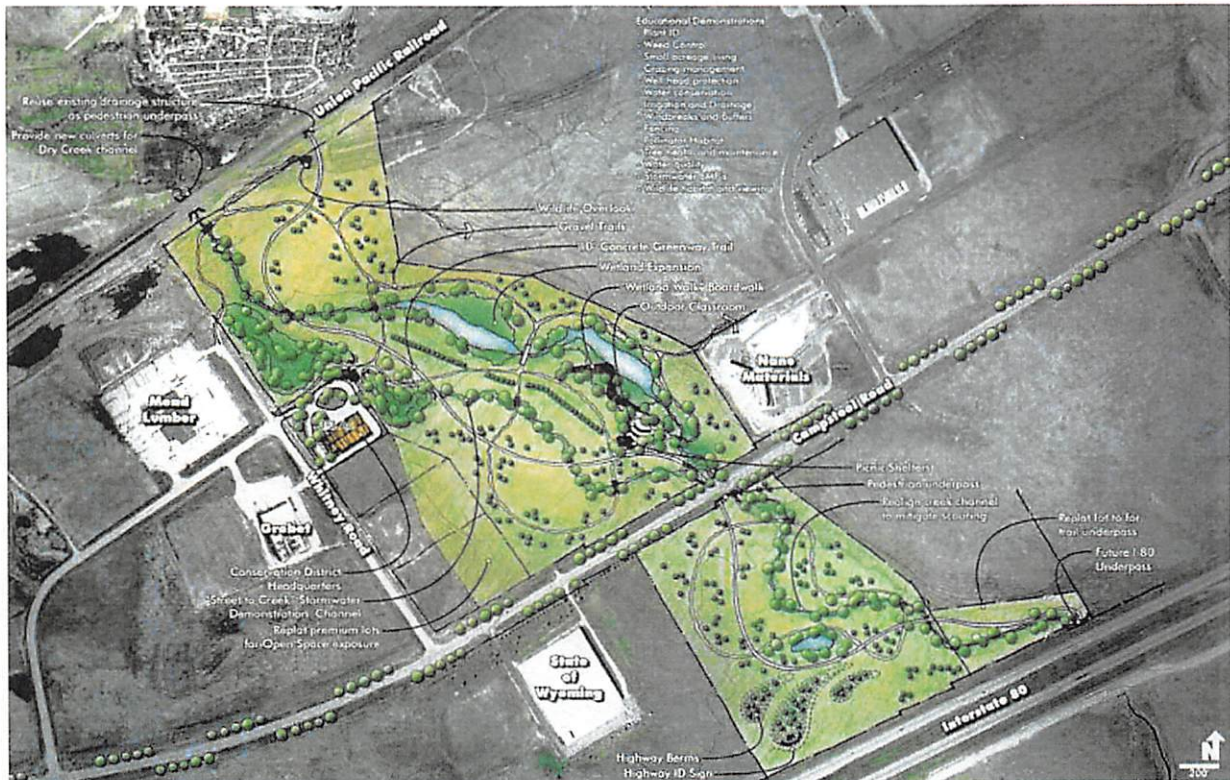
\$60,000

## FINAL PROJECT COST

\$60,000

## PROJECT TEAM MEMBERS

GLM Design Group



# South Cheyenne Water & Sewer District

*Cheyenne and Laramie County, Wyoming*



*Summit Engineering has been the District's Engineer since 2013.*

Summit Engineering developed a water and sewer master plan to help guide the District in planning for future growth and identifying deficiencies in the water distribution and wastewater collections systems. This plan also identified near, mid, and long term capital improvement projects to support growth with budgets for fiscal planning. Summit is currently working on the 2022 water and sewer master plan update. Summit is also currently helping the District in reconfiguring the water distribution system with a new pressure zone. The objective is to maintain reliable pressures for the northwestern portion of the system that services several hotels while reducing pressures in areas of the system that have excessive pressure and integrate with the Board of Public Utilities (BOPU) new pressure zone configuration which feeds the system. Currently we are in the design phase of the pressure reducing valve (PRV) and vault that will establish this new pressure zone.

Summit has also helped the District with better understanding inflow and infiltration (I&I) into the sewer system and solutions to reduce it.

Excessive I&I can require premature upsizing of sewer lines and lead to sanitary sewer overflows that come with fines. As a part of the I&I project, our team installed rain gauges and sewer flow monitoring equipment to better understand increases in sewer flows resulting from rainfall events and increases in groundwater getting into the system. Summit and the District with help from Wyoming Rural Water conducted smoke testing to identify illicit connections to the sewer system as well as areas where the sewer system had deteriorated to the point of allowing both ground and surface water to enter. Problem areas that were identified have been mitigated and the District has seen a reduction in I&I.

Summit also aided the District in rehab of their main sewer interceptor and inverted siphon crossing under Crow Creek. Through investigations that were conducted, it was determined that the siphon was not functioning as it was originally designed resulting in a significant reduction in capacity. Our team worked with a local contractor to develop a rehabilitation plan that would not interrupt sewer services and restore the inverted siphon to function as originally designed.

Summit also aided the District in rehab of their main sewer interceptor and inverted siphon crossing under Crow Creek. Through investigations that were conducted, it was determined that the siphon was not functioning as it was originally designed resulting in a significant reduction in capacity. Our team worked with a local contractor to develop a rehabilitation plan that would not interrupt sewer services and restore the inverted siphon to function as originally designed.

Summit also is responsible for updating and maintaining both water and sewer hydraulic models. These models are valuable tools that aid the District in determining system capacity and ability to support newly proposed development. Fire flow availability is also evaluated using the water model to ensure the water system meets fire flow and fire code requirements. In addition, we routinely review plans for new development proposed within the District.

Summit was also charged with developing the District's Geographic Information System (GIS) of the water and sewer systems. Summit conducted field mapping to support the collection of asset locations and information including make, type, and condition. Summit has also developed mobile mapping applications for the operators to better track and schedule system maintenance for improved asset management. Some examples are mobile applications that run on mobile devices including smart phones that allow the operators to track and schedule hydrant flushing and sewer jetting which are a large part of the District's annual maintenance activities. Another application was recently developed to help the District track and identify lead services lines needing to be replaced as part of the newly updated EPA Lead and Copper Rule.



## REFERENCE

SCW&SD  
Dena Hanson  
Manager  
307.635.5608

## PROJECT TEAM MEMBERS

Summit Engineering

## RELEVANCE

Project review for new additions to the SCW&SD system; Board coordination and interaction; Recommendations and system improvements

## DESIGN FEE

As-Needed

## FINAL PROJECT COST

N/A

# Sweetgrass

*Cheyenne, Wyoming*



*At build-out, Sweetgrass will be over 2,300 acres in land area*

Summit Engineering has been working with the Sweetgrass Land Company since the projects inception. To date, Summit Engineering has designed all roadways within the subdivision including two major collectors with roundabout intersections, a minor collector and several local roads. The construction of Phase I was completed in 2020. The first phase included access to Village Center- the commercial hub of the development and infrastructure for 100 single family homes. The second phase was completed in 2021 with 100 single family home lots that are currently being built. Construction for the infrastructure to support 89 townhome lots is currently underway, with expected completion in November of 2022. Conceptual plans are being currently developed for a fire station within Sweetgrass. Likewise, land area is slated to include school and public parks.

**REFERENCE**

Annaliese Wiederspahn  
Owner Representative  
307.638-6417

**RELEVANCE**

Roadway and Utility Design  
Plat Development

**DESIGN FEE**

As-Needed

**PROJECT TEAM MEMBERS**

Summit Engineering  
Steil Surveying Services

**FINAL PROJECT COST**

Ongoing



## 4. PROJECT UNDERSTANDING AND APPROACH

GLM Design Group has assembled a team of professionals with key experience and expertise to assist the County Public Works and Planning and Development Program with development review, floodplain management, MS4, CRS, and NFIP compliance, and miscellaneous County project design and construction management. Our team members have extensive experience with land development and site design in the County and are very knowledgeable about County land use requirements. GLM Design Group, Summit Engineering, and Steil Surveying Services enjoy a well-earned reputation for providing our clients with cost-effective, high-quality projects. Our team is almost entirely local (except for our traffic engineer who is out of northern Colorado) and are more than able to respond to County requests on short notice.

GLM Design and Summit Engineering have partnered with Steil Surveying for boundary surveys, topographic surveys, and riverine surveys for land development and capital improvement projects. Gene, Larry, and Darci have been working together for nearly twenty years on a variety of projects including Greater Cheyenne Greenway projects, MPO Transportation Studies, land development projects, and large capital infrastructure projects. Our combined expertise includes project visioning and design along with construction management.

### Development Review

Our team brings unique expertise to assisting Public Works and the Planning and Development Program with development review. Mr. MacDonald is currently doing this for three municipalities and is well versed with the process. Ms. Kloth was a former County employee as a planning services reviewer and is an accomplished, certified land use planner. Mr. Gallagher and Mr. Jeff Jones (Steil Surveying) have completed numerous land development projects and subdivision plats in the County and are thoroughly familiar with County requirements and land use regulations. Together, we have many years of site plan and similar development application experience and are well-versed with the preparation of engineering-specific Conditions of Approval related to planning, engineering, and subdivision applications. Mr. Jones currently sits on the State Board of Registration for Engineers and Surveyors and is knowledgeable of both State and County regulations. Mr. MacDonald was a past Cheyenne Planning Commissioner for seven years where he reviewed and approved the current Cheyenne Unified Development Code (UDC).

Our team members have prepared, and reviewed subdivision, site design, and development improvement plans for both on-site and public right-of-way improvements compliant with grading, drainage, WYPDES, transportation, and County design standards. Mr. MacDonald is currently coordinating with WYPDES staff for the Cheyenne Urbanized Area MS4 SWMP and is working with City of Cheyenne staff in updating the drainage requirements contained within both the UDC and the City's Municipal Code. Gene regularly reviews hydrologic models and drainage reports on behalf of the City, and the towns of Kersey and LaSalle, Colorado. Our team members routinely develop and review engineer's project estimates for both public and private improvements. We enjoy great working relationships with local contractors and work closely with contractors for project costing when appropriate.

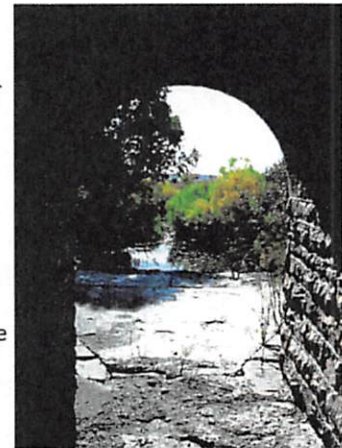
We routinely communicate with private developers and design professionals in the daily course of our professional activities. Much of our public and private design work requires a high level of communication between clients, professional peers, and, in the case of our land development review efforts, communication with developers and their associated design professionals. It isn't unusual to communicate with developers and design professionals either by phone or via a Zoom or Teams meeting, many of whom, are located out of state. Gene's CaOES work consists of multiple Zoom or Teams meetings to provide Benefit-Cost Analysis feedback and assistance to subapplicant communities and their respective design professionals in California. Our team members are well-versed with this type of "face-to-face" communication as well as the follow up written correspondence to facilitate review comments.

We have experience with the review of geotechnical reports, traffic studies, drainage studies, and NEPA documents to understand site constraints and issues of concern that can impact the design of private subdivisions and/or development improvements including public and utility infrastructure. Larry and Gene currently provide this service to the South Cheyenne Water & Sewer District for development review, District Capital Improvement Projects, and project visioning and conceptualization for pursuit of funding opportunities. Gene, Larry, and Darci are very experienced with the preparation of reports for review by an appropriate governing body. Our team members have extensive experience representing project information at jurisdictional meetings. We have presented numerous, detailed presentations to governing bodies to facilitate the adoption process for studies and planning efforts. Gene has assisted the City of Cheyenne with ballot initiatives and helped with the public process and governmental adoption of contentious initiatives and plans. As Chairman of the Cheyenne Planning Commission, Gene oversaw the final public process and Planning Commission recommendation for the adoption of the Cheyenne UDC.

Our team members have a varied background in land development, and we have had experience with multiple site designs and development projects – there isn't much that we haven't already seen. We have a local presence and are invested in providing the County with an exemplary service. We have the capacity and appropriate skill set to deliver timely service to the County.

### Floodplain Management

GLM Design Group has been providing floodplain management assistance to its public sector clients since its establishment in 2018. Mr. MacDonald has been involved in water resources engineering for 26 years. He began his career in Wyoming working for the WyDOT under the tutelage of Mr. Bill Bailey, supporting WyDOT staff with riverine analyses and bridge scour evaluations. Gene is an accomplished riverine engineer and well-versed with hydraulic modeling. He has been the Town Engineer for Kersey, Colorado since 2018 and the acting drainage engineer for the City of Cheyenne since 2019. As of 2021, he is now also the Town Engineer for the Town of LaSalle, Colorado. Over the last twenty years, Gene has assisted Cheyenne with NFIP compliance and entered the City into the CRS program. He recently entered the Town of Kersey into the NFIP. Mr. MacDonald has completed numerous master drainage studies on behalf of FE Warren AFB, the City of Cheyenne, and Laramie County as well as for clients in northern Colorado. He assisted with the largest physical map revision for the community for the Sheridan Reach Flood Control project in 2009.



Historic UPRR Box-Arch Culvert

He has completed LOMRs in Crow Creek and Dry Creek including a recent LOMR for lower Dry Creek through East Park accounting for the UPRR crossing and the significant impoundment of stormwater that occurs for less frequent flood events. Gene has received floodplain management training at FEMA's Emergency Management Institute in Emmitsburg, MD and was a Certified Floodplain Manager for many years. He can be reinstated if required by the County. He provided development review services for the County for several years beginning in 2014.

The GLM Design Group team can review floodplain development permit applications to determine whether County regulations have been satisfied. Moreover, we can assist County staff in determining whether state and/or federal requirements have been satisfied. We are well-versed with floodway/floodplain fringe determinations and with regulating in A-Zones. We have extensive experience with evaluating watercourses and can provide guidance for those conditions where watercourses are or have been altered. We have been assisting the City with interpretation of FIRM boundaries and Special Flood Hazard Areas since 2019. We are well positioned to assist the county with their CRS program and have been doing that for the city for several years as well.

## Miscellaneous Public Works Projects

GLM Design Group and Summit Engineering staff members have decades of experience performing engineering and technical design work in support of civil engineering projects. Our firms have relevant past project experience with the design of retaining walls, slope stabilizations including slope stabilization in the riverine environment, pavement rehabilitation, culvert rehabilitation including scour and erosion control, bio-retention and drainage projects, and other roadway and drainage-related design projects. Mr. MacDonald is currently working on a bio-retention facility in the county in conjunction with CivilWorx staff. We will generally sub out structural design as it is a specialty. We have local structural engineers that we use.

Our offices are using the latest generation of AutoCAD products and we routinely integrate our deliverables with ArcGIS. Our plans, project specifications, and project-related documents meet current County and State standards as well as Federal Standards on Federal projects. All our team engineers and surveyors are licensed in Wyoming. Our team members have many years of experience and will provide Public Works and the Planning and Development Program with significant expertise. We will not be using other engineers or junior engineers without the prior approval of County staff. The team we have presented in our proposal is highly qualified and will be able to provide the County with cost-effective projects and a valued engineering approach.

We take pride in our ability to visualize and develop initial project plans that result in cost-effective projects. GLM Design Group routinely does this in conjunction with project grant pursuits for state and federal project funding opportunities. We are adept at developing detailed project schedules including key milestones to keep projects on a tight delivery schedule and within budget. We keep detailed project documentation as a part of our project management approach and are well-versed with assisting and/or presenting this information to Department Heads and governmental bodies.

Nearly every civil engineering project that we undertake includes preparation of technical specifications, plans, bid documents, project manuals, all of which, are done to the client's standards. We typically provide bid support, engineer's estimates, construction administration, and inspection on public works projects that we are apart of. Our team member, Steil Surveying, can provide all of the survey deliverables asked for in the RFP and they have been providing these deliverables in the County for other clients since they were established in 1982 – they really are the “go to” surveyors in the County. GLM Design, Summit, and Delich Associates commonly manage teams of subconsultants on larger capital projects. We have extensive experience managing large capital improvement projects as well as soliciting specific and/or unique vendors needed for project materials.

Our land use planner, Ms. Barbara Kloth began her career in the Cheyenne community as a senior planner for Laramie County Planning and Development where she provided process documentation and team training to County staff. Barbara is well-versed with development submittal review, community comprehensive plans, zoning regulations, and will be able to provide County staff with comprehensive planning assistance. She co-authored the Comprehensive Plan for the County and developed training and policy materials for the County's land use codes. Barbara has extensive experience in preparing and presenting reports to the Planning Commission and other governing bodies. **I believe you will find our team members to be highly competent and well qualified to provide the specified services in the RFP to Public Works and the Planning and Development Program. We are a predominantly local team and will be able to respond to staff requests quickly and with the appropriate level of expertise.**



## 5. Fee, Rates, and Estimated Cost

The GLM Design Group Team is proposing the following hourly rate fee structure for our services on behalf of Public Works and the Planning and Development Program.

Work Type	Team Member(s)	Hourly Fee
Land Development Review	Entire GLM Design Group Team	\$105.00 - \$125.00
Drainage Engineering	GLM Design Group	\$125.00
Floodplain Management	GLM Design Group	\$125.00
Civil Engineering	Summit Engineering/GLM Design Group	\$125.00
Construction Inspection	Summit Engineering/GLM Design Group	\$125.00*
Development Planning	GLM Design Group	\$105.00
Comprehensive Land Use Planning	GLM Design Group	\$105.00
Land Surveying LS Review	Steil Surveying Services	\$95.00
Land Surveying 2-Man Crew	Steil Surveying Services	\$190.00*
Traffic Engineering	Delich Associates	\$125.00
MS4 Compliance	GLM Design Group	\$125.00
CRS / NFIP Compliance	GLM Design Group	\$125.00
Clerical	Entire GLM Design Group Team	\$65.00

\*Hourly rate plus Reimbursable Expenses for Mileage charged at Federal Government Rate.

Team Member	Hourly Rate
Gene MacDonald, PE	\$125.00
Barbara Kloth, AICP	\$105.00
Darci Hendon, PE	\$125.00
Larry Gallagher, PE	\$125.00
Land Surveying LS Review	\$95.00
Land Surveying 2-Man Crew	\$190.00*
Delich Associates	\$125.00

## 6. Areas of Specialty

The GLM Design Group Team offers the County extensive expertise in every area of specialty referenced in the RFP for engineering and surveying services. Moreover, we offer additional areas of expertise to assist Public Works and the Planning and Development Program. Our team members enjoy a strong working relationship with the County and are readily familiar with City, County, and State Land Use Regulations.

Our team members offer a unique experience having worked for and assisted the Planning and Development Program. Ms. Kloth helped author the County's Comprehensive Plan and developed training and policy materials for the County's land use codes. Mr. MacDonald served as a Cheyenne Planning Commissioner for seven years helping to usher in the Cheyenne Unified Development Code. Mr. MacDonald and Mr. Gallagher currently land development review services for their clients and are well positioned to provide these services to the County. We have assembled a strong team of highly qualified professionals. We are a predominantly local team, and we can offer a quick response time to meet the County's deadlines. We are well-versed with jurisdictional meetings and can assist and/or present information to the Planning Commission and other governmental boards for adoption and approval. Gene and Larry are routinely preparing and presenting project information, study results, and potential ballot initiatives to their respective clients – South Cheyenne Water & Sewer District, City of Cheyenne, Town of Kersey, Colorado and Town of LaSalle, Colorado.

We are very appreciative of the opportunity to present our capabilities to Public Works and the Planning and Development Program and are confident that we can provide the County with services that exceed your expectations.

- Desired Services  
our team provides**

  - ✓ Land Development Review
  - ✓ Drainage Engineering
  - ✓ Traffic Engineering
  - ✓ Floodplain Management
  - ✓ Construction Inspection
  - ✓ Development Planning
  - ✓ Comprehensive Land Use Planning
  - ✓ Land Surveying

Team Member	Affiliation	Role	Specialties
<b>Gene MacDonald, P.E.</b>	GLM Design Group	Point of Contact Reviewer Engineering Services	Water Resources Engineering MS4, CRS, NFIP Benefit-Cost Analysis
<b>Barbara Kloth, AICP</b>	GLM Design Group	Reviewer Planning Services	Land Use Planning
<b>Darci Hendon, P.E.</b>	Summit Engineering	Reviewer Engineering Services	Civil Engineering
<b>Larry Gallagher, PE</b>	Summit Engineering	Reviewer Engineering Services	Civil Engineering
<b>Matthew Delich, PE, PTOE</b>	Delich Associates	Reviewer Engineering Services	Traffic Engineering
<b>Jeff Jones, PLS</b>	Steil Surveying Services	Reviewer Surveying Services	Land Surveying, Topographic Survey, Boundary Survey

## **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.