

**LARAMIE COUNTY PUBLIC WORKS/PLANNING DEPARTMENT  
PROFESSIONAL SERVICES CONTRACTOR AGREEMENT  
LARAMIE COUNTY, WYOMING / INBERG-MILLER ENGINEERS**

THIS AGREEMENT is made and entered into by and between Laramie County, Wyoming, P.O. Box 608, Cheyenne, Wyoming 82003-0608, ('COUNTY') and Inberg-Miller Engineers, 350 Parsley Boulevard Cheyenne, Wyoming 82007 ('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 according to their written records retention policy, which can be provided upon request. 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 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' (43 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 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.

**[the remainder of this page is intentionally left blank]**



LARAMIE COUNTY PUBLIC WORKS/PLANNING DEPARTMENT  
PROFESSIONAL SERVICES CONTRACTOR AGREEMENT  
LARAMIE COUNTY, WYOMING / INBERG-MILLER ENGINEERS

Signature Page


LARAMIE COUNTY, WYOMING

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

ATTEST:


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

INBERG-MILLER ENGINEERS:

By:  \_\_\_\_\_ Date 7/13/22  
Derek Baker, P.E., P.G., Vice President

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

REVIEWED AND APPROVED AS TO FORM ONLY:

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



**REQUEST FOR PROPOSALS**

**FOR**

**ENGINEERING AND SURVEYING SERVICES**

**Submittals Due**  
**May 4, 2022**

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

**Advertisement:**

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

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

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

Proposals shall be received by email (subject line: Engineering RFP Proposal for "Firm Name") to [molly.bennett@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.





**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.



**MS. MOLLY BENNETT**

Laramie County Public Works  
13797 Prairie Center Circle  
Cheyenne, WY 82009

## STATEMENT OF QUALIFICATIONS



## ENGINEERING AND SURVEYING SERVICES LARAMIE COUNTY, WYOMING

**MAY 4, 2022**



**INBERG-MILLER ENGINEERS**

350 Parsley Blvd.  
Cheyenne, WY 82007  
(307) 635-6827  
[www.inberg-miller.com](http://www.inberg-miller.com)

**22806-HE-HS**



# INBERG-MILLER ENGINEERS

Casper | Cheyenne | Douglas | Gillette | Green River | Riverton | Greeley, CO

May 4, 2022

22806-HE

PDF PAGES BY EMAIL: [MBENNETT@LARAMIECOUNTY.COM](mailto:MBENNETT@LARAMIECOUNTY.COM)

THIS CONSTITUTES THE ORIGINAL

Ms. Molly Bennett  
Laramie County Public Works  
13797 Prairie Center Circle  
Cheyenne, WY 82009

RE: REQUEST FOR PROPOSALS  
ENGINEERING & SURVEYING SERVICES  
LARAMIE COUNTY, WYOMING

Dear Ms. Bennett:

Inberg-Miller Engineers (IME) is pleased to submit this Statement of Qualifications (SOQ) for providing Professional Engineering and Surveying services.

IME is a resident, Wyoming-based engineering and surveying consulting firm that has been providing engineering services in Wyoming for 50 years. Our offices and laboratories are located in Cheyenne, Riverton, Casper, Douglas, Green River, Gillette, Wyoming, and Greeley, Colorado. We employ over 65 civil, geotechnical, transportation and environmental engineers, hydrogeologists, land surveyors, scientists, and technicians.

We believe that our firm is particularly suited to perform professional services on your upcoming projects due to our extensive engineering and surveying capabilities and experience. We have performed similar projects in the last few years for local public entities, or as sub-consultant to other firms.

Key reasons to select IME:

**Ability to Meet Schedules** - Workloads are evaluated on a weekly basis. Our project managers meet to discuss backlog and staffing requirements necessary to meet project deadlines. With our depth of staff and experience, we are confident that we can allocate a satisfactory number of resources so that we may take advantage of workload cycles that occur from season to season; therefore, we anticipate no difficulty in applying the necessary resources to meet any of the County's schedule requirements.

**Monitoring Construction Cost and Project Budgets** - The staff at Inberg-Miller Engineers have extensive experience in construction administration and the production of high-quality construction documents. We believe that clear, complete, and well-organized construction documents are a key component to completing a project on time and on budget. We have produced high quality, clear, and concise construction documents for a variety of construction projects including roads, streets, and utility infrastructure projects. Our team maintains a very high degree of accuracy and coordination in our work by holding regular consultant coordination meetings to oversee and review everyone's progress.



Civil | Geotechnical | Environmental | Materials Testing | Surveying | Drilling  
Scan the QR Code using your mobile device to learn more about our services.





**Applicable Licenses/Registrations** – Inberg-Miller Engineers is registered with the Wyoming Secretary of State as a firm that can provide engineering and surveying services in the state and is classified as a “resident Wyoming firm”. Copies of registrations and licenses can be provided upon request.

**Value-Added Engineering & Design Opportunities** - Inberg-Miller has worked on many projects from which we can draw experience. This allows us to combine tried-and-true methods with new materials and techniques during design. Our team is knowledgeable of the latest technology and design methodologies for road and utility infrastructure design.

Inberg-Miller Engineers is pleased to submit this Statement of Qualifications for providing Professional Engineering and Surveying services, and we look forward to working with you. If you have any questions, please contact us at (307) 635-6827.

Sincerely,

INBERG-MILLER ENGINEERS



Daniel Hayes, P.E.  
Civil Engineer / Project Manager



Derek Baker, P.E., P.G.  
Vice President

## INBERG-MILLER ENGINEERS



CIVIL  
GEOTECHNICAL  
ENVIRONMENTAL  
MATERIALS TESTING  
SURVEYING  
DRILLING

CASPER | CHEYENNE | DOUGLAS | GILLETTE | GREEN RIVER | RIVERTON

# OVERVIEW



The success of this relationship will rely on the ability to take on any project of any magnitude at any time and provide high-quality design, and strong communication. We believe we have the capacity, depth, knowledge, and experience to provide Laramie County with the best option for engineering on miscellaneous projects.

We would like to take this opportunity to introduce ourselves. We understand the strengths and expertise of our company and can leverage them to maximize efficiency, productivity, and cost savings measures that will benefit the County and its community members. From permitting to design, our partnership with Laramie County will handle any and all challenges the County may be faced with.

Our team expertise stretches far and wide and includes the likes of transportation and roadways, wastewater, water supply and distribution, water resources, construction administration services, GIS and asset management, environmental analysis and permitting, subsurface investigation and geotechnical reporting, structural design and analysis, surveying, construction materials testing, site design, and subdivision review. No challenge is too big or too complicated for our team.



## PUBLIC WORKS ENGINEERING EXPERTISE

Municipal infrastructure is the backbone of communities. Inberg-Miller Engineers believes in helping build strong communities is an important aspect of our business. From main streets to bike paths, underground utilities to parks, our team provides technical services which improve the communities.

We look forward to the opportunity to partner with you to make our community the best place to live, work, and play.



# OVERVIEW

## **INBERG-MILLER ENGINEERS PROVIDES A FULL SUITE OF CIVIL ENGINEERING SERVICES TO MEET ALL YOUR PROJECT NEEDS.**

Our civil design team brings over 100 years of combined experience and thrives on challenges and can make important decisions that impact budgets and public safety. IME has successfully provided clients with the necessary experience, expertise, ability, and equipment to perform technical engineering services. Our clients include private individuals, small and large businesses, mining, and mineral companies, and local, state, and federal governments. IME is ideally qualified to provide responsive, cost-efficient, and locally knowledgeable services for our clients throughout the Intermountain Region.

Our civil engineering staff provides Civil 3D services for many of our civil engineering designs. One of the benefits of using Civil 3D is that we can make changes quickly and dynamically, allowing our clients to consider an assortment of design options on the fly. Civil 3D enables us to provide our clients with an industry-compatible digital design that can be used seamlessly for construction surveys and GPS-enabled earth-moving equipment.



**WE HAVE PERFORMED NUMEROUS CIVIL DESIGN PROJECTS FOR PRIVATE AND PUBLIC ENTITIES THROUGHOUT THE ROCKY MOUNTAIN REGION.**



**Safety - Service - Reliability**

At Inberg-Miller Engineers our team is known for our innovative and thoughtful approach. Large scale or small, our team goes the extra mile to understand the project, make precise decisions based on the complexity and unique characteristics of each project. Our team looks forward to working with Laramie County on various projects, providing quality engineering at a fair cost.

**OUR APPROACH ON EVERY PROJECT IS TO FIND A BALANCE BETWEEN COST-EFFECTIVE SOLUTIONS (VALUE ENGINEERING) AND HIGH-QUALITY DESIGN.**





# WORKING WITH LARAMIE COUNTY

*INBERG-MILLER ENGINEERS UNDERSTAND THE IMPORTANCE OF PROVIDING ALL SERVICES EFFICIENTLY. OUR TEAM HAS EXPERIENCE WORKING WITH LARAMIE COUNTY AND HAS THE SAME EXPECTATIONS OF EXCELLENCE WHEN IT COMES TO ENGINEERING AND LAND SURVEYING.*



## REASONS WE WANT TO WORK WITH LARAMIE COUNTY

- ✓ Cost Efficiency
- ✓ Challenging Projects
- ✓ Respect for and continued relationships with Laramie County personnel
- ✓ An opportunity to provide services that enhance community amenities and services



## REASONS TO SELECT INBERG-MILLER ENGINEERS

- ✓ **Proximity to the Project** - The IME-Cheyenne office and laboratories are local and close to project locations, which maximizes our availability and minimizes costs and response times.
- ✓ **Respected Experience** - Our team has over 30 years of experience working in Cheyenne and Laramie County. Our key personnel have direct experience with the Laramie County and will be able to step seamlessly into the duties.
- ✓ **Dedication to our Clients and Their Projects** - Inberg-Miller Engineers is proud of our reputation for quality assurance and control, our proven ability to meet schedules and deadlines without delay, and our commitment to job and employee safety as shown by our excellent safety record.
- ✓ **Commitment to Innovation and Teamwork** - Our highly trained staff of engineers and technicians work with clients, contractors, and governing agencies to effectively solve issues as they arise. Inberg-Miller Engineers believe that our priority is your project, and we work cohesively with clients and contractors to provide innovative, cost-effective solutions to the various challenges which inevitably arise during the course of construction.



# FIRM PROFILE

## EXPERTISE

Inberg-Miller Engineers employs over 65 civil, geotechnical, and environmental engineers, land surveyors, scientists, technicians, and administrative staff.

Our staff holds advanced degrees and training in specific disciplines, in addition to being versatile enough to assist in Inberg-Miller's overall mission of "Quality Solutions through Teamwork".

We have Certified Federal Surveyors (CFedS) in house to perform those surveys requiring this certification.

## SAFETY

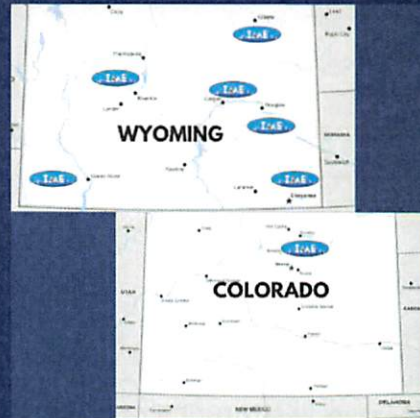
Inberg-Miller Engineers believe that job site safety is our top priority. As such, we have developed our own "culture" of safety which all our employees have adopted as standard working practice. Our culture of safety even transcends our work at the office, laboratory, and field, and many of our employees take this culture home with them. We have developed this long-standing culture of safety by conducting weekly office safety meetings, job site tailgate meetings, performing job site analyses (JSAs), attending site-specific safety training at various facilities, as well as hosting company-wide safety meetings during our annual corporate week. We are proud of our low safety incident rates and the numerous safety awards we have received through the Wyoming Contractors Association for zero-incident rates based on man-hours worked. Our clients have grown to appreciate our attention to safety on their jobsite.

## EQUAL OPPORTUNITY EMPLOYER

Inberg-Miller Engineers is an equal opportunity employer. All applicants will be considered for employment without attention to race, color, religion, sex, sexual orientation, gender identity, national origin, veteran or disability status.



## INBERG-MILLER ENGINEERS OFFICE LOCATIONS



### GREELEY NORTHERN COLORADO

Ironwood Business Park  
300 East 16th Street, Suite 305  
Greeley, CO 80631  
(970) 767-7879  
rksaibati@inberg-miller.com

### CASPER

1120 East C Street  
Casper, WY 82601  
(307) 577-0806  
casper@inberg-miller.com

### CHEYENNE

350 Parsley Boulevard  
Cheyenne, WY 82007  
(307) 635-6827  
cheyenne@inberg-miller.com

### DOUGLAS

804 E. Richards St.  
Douglas, WY 82633  
(307) 359-7000  
egraney@inberg-miller.com

### GILLETTE

1300 E. US Hwy 14-16  
Gillette, WY 82716  
(307) 682-5000  
gwilliams@inberg-miller.com

### GREEN RIVER

193 W. Flaming Gorge Way  
Green River, WY 82935  
(307) 875-4394  
greenriver@inberg-miller.com

### RIVERTON

124 East Main Street  
Riverton, WY 82501  
(307) 856-8136  
riverton@inberg-miller.com

## SBA HUBZONE CERTIFIED BUSINESS

Inberg-Miller Engineers is an SBA-Hubzone certified professional engineering firm, which gives us access to certain government contracts in historically underutilized business zones. This status also gives preferential consideration to those businesses in full and open competition.





# OUR COMPLETE SERVICES

## CIVIL ENGINEERING

- Land Use Planning & Engineering
- Subdivisions
- Commercial and Industrial Site Plan
- Highways, Streets, and Parking Areas
- Water Supply and Sewage Disposal Systems
- Storm Water Systems
- Site Reclamation Planning and Design
- Civil 3D Drafting Services

## ENVIRONMENTAL

- Phase I, II, & III Environmental Site Assessments
- Asbestos Surveys
- Environmental Remediation Wells
- Groundwater Sampling
- Surface Water Sampling
- Well Installation / Permitting
- Solid Waste Management, Planning, Permitting, and Design
- NEPA Environmental Assessment
- Spill Prevention, Control, and Counter Measure (SPCC)
- Storm Water Pollution Plans (SWPPP)
- Wetlands Delineation
- Vapor Encroachment and Intrusion Assessment

## LAND SURVEYING

- Property Surveys
- Topographic Surveys
- Global Positioning System (GPS)
- Pipeline and Utility Route Surveys, As-Built Surveys
- Construction Staking
- Water Rights
- Oil & Gas Well Locations and Pipelines
- Computer Aided Design and Drafting (CADD)
- ALTA/NSPS Land Title Surveys
- Drone Surveys

## GEOTECHNICAL

- Subsurface Exploration and Drilling
- Geology and Hydrogeologic Studies
- Geotechnical Studies
- Analysis / Recommendations on all types of Structures
- Foundation Excavation & Construction Observation
- Groundwater Monitoring Wells
- Geotechnical Laboratory Testing
- Geophysical Testing and Exploration

## DRILLING

- Contract Drilling
- Solid Flight Auger Drilling
- Air Rotary Drilling
- Air Coring
- Mud Rotary Drilling
- Macro Sampling (Contract Drilling)
- Environmental Drilling - Licensed in Wyoming, Montana, Nebraska, Idaho, North Dakota, and South Dakota

## CONSTRUCTION MATERIALS TESTING

- Concrete Testing - air content, slump, and unit weight
- Concrete Lab Testing - compressive and flexural strength
- Field Testing - in place density and moisture content of soils
- Soil and Aggregate Testing - compaction characteristics, particle size analysis, and atterberg limits testing

## SPECIAL INSPECTIONS

- Soils
- Reinforced Concrete
- Structural Masonry Construction
- Structural Steel S1 & S2
- Spray Applied Fire Proofing

# CIVIL ENGINEERING

**INBERG-MILLER ENGINEERS PROVIDES A FULL SUITE OF CIVIL ENGINEERING SERVICES TO MEET ALL YOUR PROJECT NEEDS.**

## **CIVIL ENGINEERING SERVICES:**

Transportation Engineering  
Roadway Design  
Site and Grading Design  
Subdivision Design  
Structural Design, Analysis & Foundations  
Stormwater Services  
Utility Services  
Irrigation Design  
Permitting  
Construction Administration & Observation



**SEE PROJECT EXPERIENCE FOR  
EXAMPLES OF PROJECTS**

**INBERG-MILLER ENGINEERS**



# TRANSPORTATION

## Transportation Engineering

*TRAFFIC STUDIES*

*SPEED LIMIT RECOMMENDATIONS*

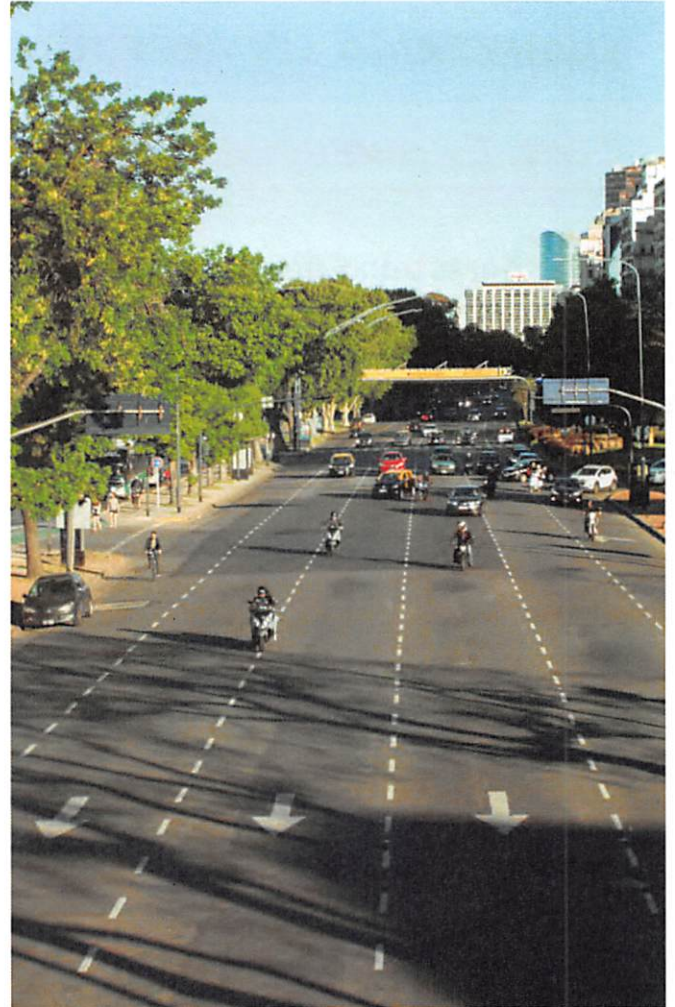
*ROUNDBABOUT DESIGN*

*TRAFFIC CONTROL PLANS*

Inberg-Miller has experience in performing speed studies and speed limit recommendations for county roads and has performed traffic impact studies for various new and existing developments including hotels and casinos, schools, commercial and industrial developments, residential subdivisions, and business parks. In addition, our team has experience in roundabout design, traffic calming measures, and traffic signal warrants. Striping, signing, and traffic control plans are frequently a part of an overall design package, but can be performed by our staff as a separate, stand-alone design.

Our traffic engineering staff has practical application and experience in the technical design guidelines and requirements included in Title 31 of the Wyoming State Statutes for speed studies, the Institute of Transportation Engineer's (ITE) Trip Generation, the Highway Capacity Manual (HCM), the Manual on Uniform Traffic Control Devices (MUTCD), and AASHTO's "A Policy on Geometric Design of Highways and Streets," among other technical references related to traffic and transportation engineering, planning, and safety.

Careful consideration and detailed engineering accounting for many variables including access, growth, and climate make our roads more safe and easier to navigate.





# ROADWAY DESIGN

Inberg-Miller has designed numerous road construction projects totaling many miles of highways and roads for the Wyoming Department of Transportation (WYDOT) and local counties, cities, and towns.

The services we have provided for our clients include field surveys to establish right-of-way lines; generating cross-sections from either field surveys or digital terrain models generated from aerial drone surveys; geotechnical investigations for the roadway, borrow sources, and aggregate sources; design of the horizontal and vertical alignment and superelevation; evaluation and design of climbing lanes; hydrologic and hydraulic analysis for culverts; pavement section design; design of cross-section elements and snow fence to control blowing snow; earthwork balance and preparation of earthwork mass diagrams; quantity estimates; and preparation of the final plans including plan and profile sheets, quantities summary tables, details, cross-sections and culvert profiles.



In 2021, Teton County contracted with Inberg-Miller Engineers to provide subsurface investigation, geotechnical and civil engineering design services, Construction Administration, and Resident Project Representative services during the construction of 3.67 miles of road in Alta, WY.

Ultimately, the County chose to resurface the roads with a process known as heater repaving, the first time this particular process has been used in Wyoming. Not only is this process a cost-effective option, it also increases the durability of the road by adding asphalt to the existing cross section which increases the strength of the road. Teton County chose heater repaving in part, because of the cost savings, but also because it aligned with the Teton County Comprehensive Plan which focuses, in part, on Ecosystem After Stewardship. Because heater repaving uses less energy, aggregate, and asphalt, greenhouse gas emissions are reduced, and the existing asphalt can be recycled for use in the project rather than disposed of making it a wise choice when considering ecosystem stewardship.

Inberg-Miller Engineers is proud to be a part of this project which provides a safe, durable, and cost-effective solution to road maintenance.



INBERG-MILLER  
ENGINEERS



*2019 American Public Works Association  
Rocky Mountain Chapter Project of the Year*

*2021 Wyoming Engineering Society  
President's Project of the Year*

AWARD WINNING ENGINEERING



# SITE DESIGN SERVICES

## Site and Grading Design

IME has designed and platted more than 100 developments which consisted of dividing a total of more than 3,300 acres into more than 2,300 lots or tracts including more than 50 miles of city streets or county roads. Inberg-Miller Engineer's site design capabilities include residential lot layouts, commercial and industrial sites, and large-scale business park developments.

Site development projects completed by Inberg-Miller Engineers consistently meet expectations due to our insight on local ordinances and careful consideration of utilities, storm drainage, parking, and pedestrian facility design. Each site development is unique and requires consideration of the proposed use and a thoughtful and tailored design approach that meets the needs of our client.



Our client's involvement during each step of the design phase is critical in determining a project's success. Knowing this, we promote the use of visual aids such as graphical layouts using satellite imagery and three-dimensional, fully interactive site renderings that help our clients not only make informed decisions on their projects but see their projects come to life before construction begins.



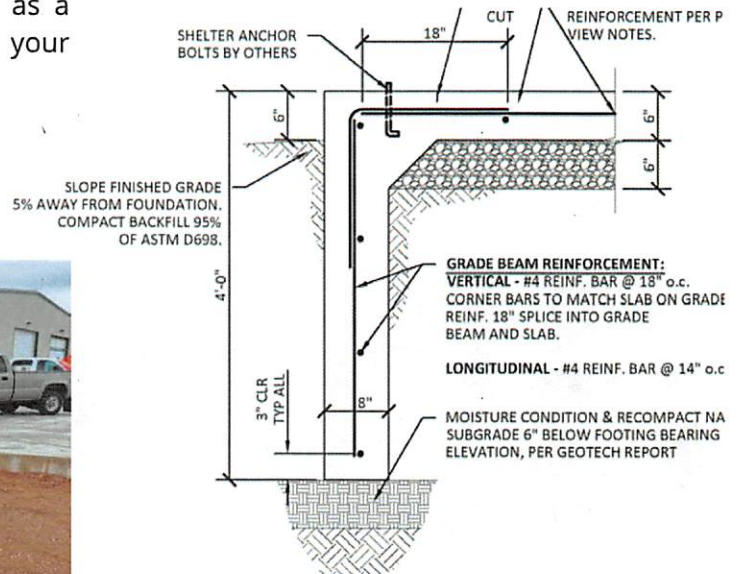
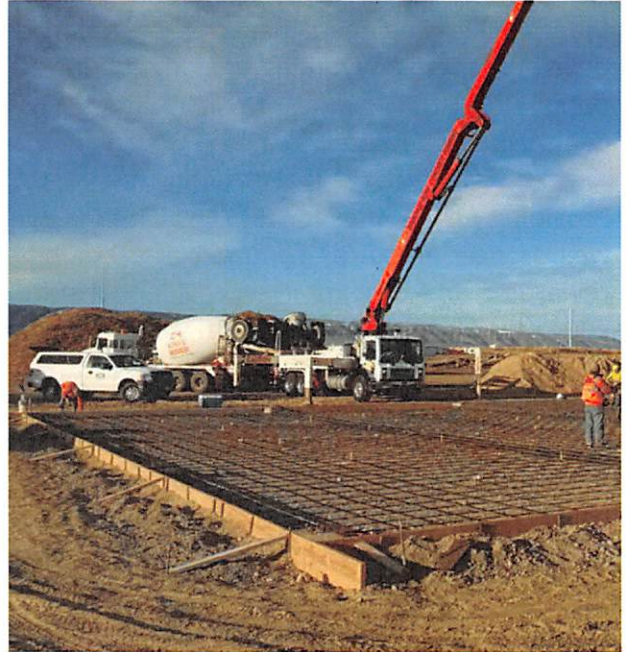


# STRUCTURAL SERVICES

## Structural Design, Analysis & Foundations

Inberg-Miller Engineers has an experienced staff capable of performing detailed analyses and producing structural drawings for various foundation and earth retaining systems. We have completed analyses and designs for commercial buildings and industrial equipment. This includes conventional, shallow, spread, and continuous footers, drilled piers, mat/raft foundations, retaining walls, and storage tank ring walls. Our analyses and designs meet local, county, state, and federal compliance codes by using design guides such as the current editions of the International Building Code (IBC), American Society of Civil Engineers (ASCE), American Concrete Institute (ACI), and American Institute of Steel Construction (AISC).

A good foundation starts from the ground up, so regardless of scale, Inberg-Miller Engineers strongly recommends and can provide, a site soil investigation. These investigations provide accurate information as a basis for your design which will help ensure your structure remains sound.



In addition to the larger-scale commercial and industrial structural design applications, our staff also has experience with providing services for residential projects. Our experience includes, but is not limited to, structures such as stock-built homes, modular homes, pole barns, and engineered metal framed buildings.



# SUBDIVISION DESIGN

## Subdivision Design

Inberg-Miller Engineers has worked on more than 100 developments in Wyoming, including subdivisions, office parks, industrial parks, small businesses, and larger commercial locations.

Providing new homes for families within a community, as well as new areas for commercial development, is both rewarding and exciting. New residential subdivisions can spur other local community development and promote a sense of community pride. Our team at Inberg-Miller Engineers knows the path a subdivision must take to transform a vacant plot of land into a vibrant community. New subdivisions require planning, engineering, and collaboration with local municipalities and counties, each having its own set of standards and ordinances. Through our experience in working on new subdivisions across the state, we have found that a well-planned and thoughtful street and lot layout promotes a more sensible infrastructure layout including water, sewer, and drainage while maximizing the use of the land. Whether your new subdivision is located in one of Wyoming's many rural regions or the heart of a town or city, our team is ready to take your subdivision from inception to completion.



***Inberg-Miller Engineers is committed to a successful partnership with you in order to provide quality design, on time, and within budget!***



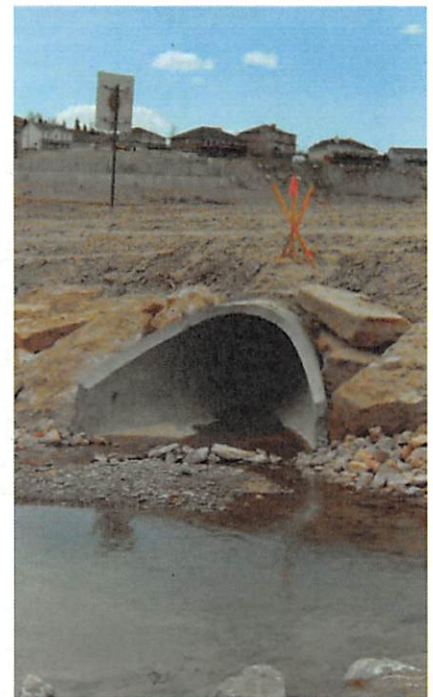
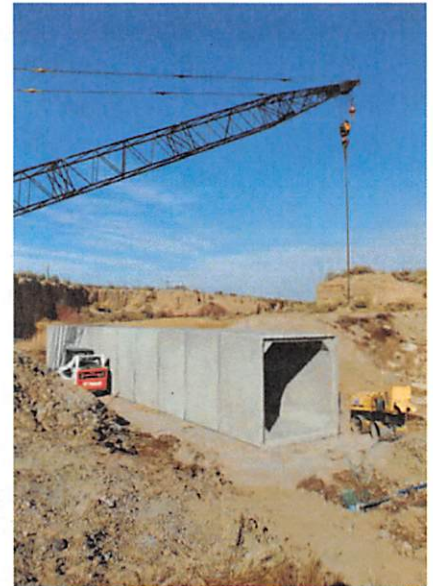
# STORMWATER SERVICES

## Storm Sewer Design, Drainage Design, and Flood Studies

Managing surface water is vital to protecting public health, enhancing property value, and sustaining our environment. From streams and open channels to storm sewer systems to onsite stormwater storage systems, the ability to manage stormwater is essential to every project.

Our expertise in stormwater design includes hydrologic evaluation of drainage basins, floodplain analyses, hydraulic design of drainage structures and channels, design of storm sewer drainage networks, culvert designs, and hydraulic energy dissipaters. Our engineering staff use HEC-based and GIS software and a variety of culvert designing software to size and model overland and channel flows and culverts. For storm sewer design and analysis and on-site drainage conveyance and stormwater storage design, we use Autodesk's Storm and Sanitary Analysis, which seamlessly overlays onto our Civil 3D design.

Our clients expect us to know and understand the local, state, and federal requirements that will impact their project. With experience in drainage design spanning several decades, Inberg-Miller Engineers has developed long-standing relationships with permitting agencies. Whether your project will require stormwater detention from the local municipality, a turbidity increase permit from the State of Wyoming, a permit from the US Army Corps of Engineers, or State Engineer's Office, Inberg-Miller Engineers is ready to guide you through the required permit processes for your project.



Inberg-Miller Engineers has extensive experience in developing flood plain permit packages, from modelling floodplains for infrastructure improvement design to formal FEMA Letters of Map Amendments and Letter of Map Revisions for Federal Review. Inberg-Miller has the necessary expertise to review for completeness: floodplain calculations, modelling, local, state and federal permit requirements for floodplain work.

We often work with analyzing floodway boundaries by flood modelling, base flood elevation estimates and GIS capability in locating FIRM Special Flood Hazard Areas. Inberg-Miller Engineers utilizes the latest analysis software to determine flood plain elevation, calculate flows through structures including culverts and bridges, calculate overtopping elevations, and bridge scour analysis.



# UTILITY SERVICES

## Water System and Sanitary Sewer System Design

IME has extensive experience with the design, modification, permitting, and operations of over 50 potable water and wastewater systems across Wyoming. We bring 50 years of experience working with municipalities throughout Wyoming to establish a comprehensive database of public works infrastructure, including water distribution systems. We take great pride in developing practical designs which minimize construction costs, energy use, labor, and cost of operations.

*INBERG-MILLER ENGINEERS ARE EXPERTS IN WATER AND WASTEWATER DESIGN.*



### WATER SYSTEM SERVICES:

UTILITY ANALYSIS DESIGN

WATER WELL DESIGN

WATER PUMPING SYSTEM DESIGN

WATER STORAGE DESIGN

WATER LINE TRANSMISSION/DISTRIBUTION DESIGN

WATER TREATMENT DESIGN

### WASTEWATER SYSTEM SERVICES:

WASTEWATER COLLECTION AND PUMPING DESIGN

WASTEWATER TREATMENT DESIGN

PRIMARY, SECONDARY, AND EXTENDED TREATMENT SYSTEMS

DISINFECTION SYSTEMS DESIGN

IMPROVEMENT STUDIES

FUNDING APPLICATIONS



# IRRIGATION/PERMITTING

## Irrigation Design

We have provided engineering services for irrigation projects including diversion structures, canals, irrigation pipelines, inverted siphons, water delivery structures, and water measurement devices.

Our team members leverage our training and experience with the latest computer technology in civil engineering analysis and design services and we are familiar with many applications from routine calculations, including HECRas, Autodesk Hydraflow extensions, and WYDOTs culvert design software, to complicated modeling of various processes.



## Permitting

Inberg-Miller Engineers has designed and assisted in preparing applications for the permitting of water lines, sewer lines, services, and fire lines in accordance with Wyoming Department of Environmental Quality, Water Quality Chapter 3. We have also designed and prepared applications for underground injection control systems from small residential leach fields to larger commercial leach fields and wastewater treatment lagoons. We are familiar with WDEQ/WQD rules and regulations as they relate to private and public water and wastewater utilities.

IME is familiar with stormwater regulations in the State of Wyoming. We routinely design the facilities and provide drainage reports to different municipalities. If a stormwater retention pond is designed, we prepare an application for the Wyoming State Engineer's Office.

Proper permitting is important to ensure the safety of the structure for occupants, the stability of the structure, avoid future issues upon sale of the property, and can clarify insurance coverage should an incident occur.



# CONSTRUCTION SERVICES

## Construction Administration and Observation

One of the most important aspects of your construction project is knowing that your project is being built within prescribed standards and that you are getting your money's worth. Inberg-Miller Engineers provides construction phase services on many of our design projects, everything from construction quality control services to providing an on-site resident project representative to administering construction contracts. From quantity takeoffs and payment applicants to reviewing work orders and materials submittals, Inberg-Miller Engineers can provide you with the peace of mind that your project will be a success.

**INBERG-MILLER  
ENGINEERS CAN GUIDE YOU  
THROUGH CONSTRUCTION  
CONTRACT PROCESS,  
INCLUDING EJDC  
DOCUMENTS APPROPRIATE  
FOR YOUR PROJECT.**



**AS THE LIAISON BETWEEN YOU, THE  
OWNER, AND THE CONTRACTOR, IME WILL  
HANDLE CONTRACTOR AND SUBCONTRACTOR  
QUESTIONS AND IDENTIFY ISSUES DURING  
CONSTRUCTION SO YOUR PROJECT CAN  
MOVE FORWARD SMOOTHLY. WE ARE THERE  
TO ENSURE THE CONSTRUCTION IS  
COMPLETED AS SPECIFIED.**





# SURVEY

# QUALIFICATIONS



Our current staff of Professional Land Surveyors offers decades of combined survey experience. We are licensed to perform land surveys in all the Rocky Mountain States. We also have on staff a Certified Federal Surveyor, which is a certification program that requires approximately 150 hours of intense training and testing to hone the skills required to work in lands of the Public Land Survey System and on Indian Lands. Completion of this program provides for a certification from the Bureau of Land Management.

Our Survey Manager, Mr. Randy Stelzner, has worked closely with clients to manage many highway and road projects. Clients have been at the local, county, state, and federal levels. The scope of work for individual projects varied but included right-of-way retracement, topography, boundaries, legal descriptions, and construction surveys, many of them for WYDOT. Most all of the surveys have been completed with RTK GPS and robotic total stations. Over the years, Mr. Stelzner has managed several large cadastral survey projects ranging from an area of 15 to 54 square miles, along with hundreds of miles of overhead transmission lines and pipelines.

IME was originally founded as a surveying company (Inberg Surveying Company, Inc.) in 1971. Our capabilities quickly expanded to include engineering services, but surveying has always been one of the main strengths of our company. In addition to projects which are entirely surveying, almost every engineering project requires surveying services during the design and construction phases.

We also provide services completed with a drone, which includes aerial photography, topographic surveys, volume surveys, and remote inspection.



## OTHER SURVEY SERVICES

- Cadastral surveys to determine section lines and section subdivisions
- Boundary retracement surveys to establish property lines and right-of-ways
- Subdivision design and staking
- Mapping site topography and existing features
- Ground surveys to establish survey control points for project development and aerial surveys
- Power transmission centerline surveys
- Oil and gas well site and access road surveys
- Preliminary, construction and as-built pipeline surveys
- River and flood plain cross sections for hydraulic analysis
- Construction staking for sewer, water, roads, buildings, reclamation and site development
- Surveys to measure quantities and earthwork volumes
- Water rights



# PROJECT EXPERIENCE

## CHILDREN'S MUSEUM OF CHEYENNE BROWNFIELDS

IME performed site characterization and soil remediation for the WDEQ- VRP Brownfields Assistance Program (BAP) from 2018 to 2019. The Children's Museum site was investigated with an EPA TBA grant involving a Phase I and Phase II ESA. IME was contracted to further delineate and remediate polycyclic aromatic hydrocarbon (PAH) soil contamination at the site so it could be redeveloped.

IME teamed with a local environmental contractor to perform the soil excavation and disposal. The project was successful at meeting remedial goals and a certificate of completion was issued following the completion of the remediation. Ryan Vazquez was involved in work plan preparation, managing fieldwork, subcontracting, and report preparation. This project is applicable due to the experience of working on a brownfield through the WDEQ-VRP process all the way to the issuance of a certificate of completion.



## LARAMIE COUNTY SCHOOL DISTRICT #1 - CAREY JR. HIGH SCHOOL

This project consisted of the construction of a Jr. High School, resulting in the achievement of the dual goals of the project: 1) replacing the current building which was insufficient and 2) providing a long-term solution for Laramie County School District #1 in the East Triad.

The new school was supported on spread footing foundations constructed above-engineered aggregate piers. The building is multi-story, steel-framed, with structural masonry walls. Our scope included geotechnical engineering, construction materials testing of soil, aggregate, asphalt, concrete, and inspection services.



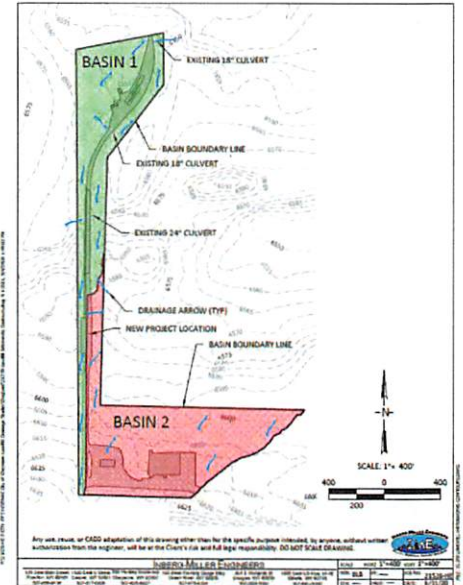
Inberg-Miller looks for cost savings on every project. Hundreds to thousands of dollars can be saved by coordination of scheduling with contractors.



# PROJECT EXPERIENCE

## CITY OF CHEYENNE LANDFILL DRAINAGE STUDIES

During the design phase for a new scale house, administration building, and warm vehicle storage that was to be developed along the west portion of the property, Inberg-Miller Engineers developed a drainage report for the site. The drainage report consisted of comparing existing conditions with the post-development conditions, determining the amount of anticipated increased runoff from the site due to the additions of the new facilities, and recommending detention designs to adequately store excess runoff and release it at the pre-development flow rates. Our drainage report helped to ensure no adverse effects in stormwater runoff would result from the new facilities.



## CITY OF CHEYENNE 2018 CHIP SEAL



Inberg-Miller engineers was been retained by the City of Cheyenne to complete the design plans and specifications for a chip seal project on approximately 10 miles of City streets. There are eight segments of streets involved ranging from major downtown arterials to minor residential streets. Inberg-Miller was tasked with completing the plan set and determining areas of additional required patching. There was a lot of detail necessary, including marking street patch locations, and street details resulting in 63 sheets of plans. This project was submitted for and won the American Public Works Association Rocky Mountain Chapter's Public Works Project of the Year Under 1 million dollars award in 2019.

## CITY OF CHEYENNE 2020 PAVEMENT MANAGEMENT CONTRACT

Inberg-Miller Engineers has been retained by the City of Cheyenne to complete the design, plan sets, and specifications for the City of Cheyenne's 2020 Pavement Management Plan. The project includes approximately 3 miles of road surface treatment design including mill and overlay, concrete curb and gutter replacement, sidewalk repair, and ADA ramp enhancements. The design was completed in 2020 and is was constructed in the Spring of 2021.





# PROJECT EXPERIENCE

## CADASTRAL SURVEYS- UNITED STATE FOREST SERVICE

Between 2009 and 2014, Inberg-Miller Engineers completed over a dozen task orders issued by the U.S. Forest Service under an I.D.I.Q. contract. These projects required searching for corners of the Public Land Survey System patented mining claims and Homestead Entry Surveys. Once the corners were found, or in many cases, set, the boundary lines were surveyed setting posts along the line while clearing a corridor when wooded. Most of these projects were at a higher elevation and in heavy timber and steep slopes. Projects completed in the Medicine Bow and Shoshone National Forests were located in Carbon, Fremont, Park, Converse, and Albany Counties, Wyoming.



Inberg-Miller Engineers was the highest-ranked firm that applied for this contract that covered the Shoshone National Forest, Medicine Bow National Forest, and Thunder Basin National Grassland. Over the term of the contract, IME completed 16 projects in the National Forests that included cadastral surveys, plat mapping, and line marking. Many survey monuments were found and many more were calculated and set. The plats completed were all filed with the appropriate counties as were corner recordations for the found and set survey monuments. The terrain encountered in these projects ranged from steep timbered slopes to areas destroyed by wildfire to sagebrush prairies.

## DRY CREEK ROAD - FREMONT COUNTY

Inberg-Miller Engineers created the original road design for a uranium mining company, with the understanding that the County would eventually take over maintenance of the road. The County obtained State funding for the reconstruction. Meanwhile, another mining company presented plans to start an open pit mine over a portion of the road, necessitating a new alignment. The original mining company put its plans on hold and backed out of participation in the road project. The County continued the project using State funding and AML funding.



IME provided preliminary survey services that included a boundary survey for the proposed route and preparation of a right-of-way plat which is recorded at the county. The topographic survey was completed in three separate projects with different clients. A conventional boots-on-the-ground survey was completed along with an aerial survey for which IME provided the ground control and finally a LiDAR aerial survey. All three surveys were able to be stitched together for which there were no issues found during the design and construction phases.

During the construction phase, IME provided construction staking, full-time construction observation, quality control testing on the subgrade, and construction contract administration. With wildlife restrictions for several bird species, including the ferruginous hawk, red-tailed hawk, golden eagle, and sage-grouse, IME ensured that the contractor stayed out of the nesting buffer areas until the birds had fledged.



# PROJECT EXPERIENCE

## CIVIL ENGINEERING

### EASTERN SHOSHONE BUSINESS PARK-RIVERTON, WYOMING-2020

Eastern Shoshone Business Park consisted of the design of three new city streets and subdivisions within the City of Riverton. The site is located on the north side of Riverton, Wyoming, and on a new city annexed 304-acre parcel. Building pads were also to be designed for any protentional future development of the subdivision.

To Improve safety at intersection two roundabouts were designed for the project. Studies have shown that roundabouts are safer than traditional stop sign or signal-controlled intersections. Reduce delay, improve traffic flow. They are also less expensive than a traditional signal light intersection. Specialty software was used to aid in the design due complexity of a roundabout.

### ADDITIONAL PROJECTS

- CITY OF DOUGLAS PATHWAY
- PLATTE RIVER APARTMENTS SITE PLANNING
- DOLLAR GENERAL SITE PLANNING
- CITY OF GILLETTE-ALLEY PMS PROJECT
- SWEETWATER COUNTY SCHOOL DISTRICT #2 BUS BARN
- UNIVERSITY OF WYOMING-IVINSON AVE PAVEMENT RECOMMENDATIONS
- FREMONT COUNTY-COOPER ROAD STUDY
- NEW FORT WASHAKIE SCHOOL



## GEOTECHNICAL + DRILLING

### VETERAN'S SKILLED NURSING FACILITY-STATE OF WYOMING-2020

The State of Wyoming selected the Veteran's Skilled Nursing Facility based on a review of sites located in Casper, Buffalo, and Sheridan. Inberg Miller Engineers performed a preliminary subsurface exploration of the 3 sites and provided information on conditions and their potential impacts on design and construction. Upon selection of the final site, located in Buffalo, Inberg Miller Engineers performed a detailed subsurface exploration to develop design and construction recommendations. Particular challenges include coarse pediment deposits, including cobbles and boulders, and variability of conditions across the linearly arranged "cottage" buildings. We also performed an environmental site assessment.

### ADDITIONAL PROJECTS

- BEARLODGE ADMINISTRATIVE SITE REMODEL-CROOK COUNTY
- BIGHORN COUNTY SCHOOL DISTRICT-RIVERSIDE SCHOOL
- CITY OF DOUGLAS PATHWAY
- PLATTE RIVER APARTMENTS SITE PLANNING
- DOLLAR GENERAL SITE PLANNING
- CITY OF GILLETTE-PARK RESTROOM FACILITIES
- WYOMING DEPARTMENT OF CORRECTIONS-WYOMING WOMEN'S CENTER
- NEW FORT WASHAKIE SCHOOL
- WYOMING DEPARTMENT OF CORRECTIONS-WYOMING HONOR FARM



# PROJECT EXPERIENCE

## ENVIRONMENTAL

### TETON VALLEY RANCH CAMP-2019

In 2019, IME performed design and permitting services for a large guest camp near Dubois Wyoming. An existing large septic tank and dosed leach field was placed too close to an existing wetland. When the drainage character changed due to a local forest fire, the leach field system was effectively drowned under the newly formed wetland.

All wastewater treatment options were studied: conventional septic tank leach field (UIC) , aerated lagoon with WYDES permit, non-discharging lagoon, and underground activated sludge systems. All costs were estimated including lifetime operations and operator requirements. A dosed zone perforated pipe leach field was chosen.

IME designed new septic tanks with a combined sewage lift pump that served a dosage pump and a leach with eight rotating zones. The system has a capacity of about 12,000 gallons per day and was permitted through the Wyoming DEQ Underground Injection Control (UIC)

### ADDITIONAL PROJECTS

- CITY OF DOUGLAS LANDFILL CLOSURE
- TOWN OF GLENROCK LANDFILL CLOSURE
- WYOMING CAMPGROUNDS-UIC DISCHARGE PERMIT SUPPORT
- BIGHORN COUNTY SCHOOL DISTRICT-RIVERSIDE SCHOOL
- CITY OF GILLETTE-SHOOTING RANGE RESTROOMS
- CARBON COUNTY ROAD 121 AND EKOLA BRIDGE



## CONSTRUCTION MATERIALS TESTING

### PROJECT EXAMPLES

- CITY OF DOUGLAS-UPDIKE STREET
- PLATTE RIVER APARTMENTS-DOUGLAS, WYOMING
- CITY OF DOUGLAS PATHWAY
- STATE OF WYOMING-WYOMING STATE HOSPITAL
- WYOMING DEPARTMENT OF CORRECTIONS-WYOMING WOMEN'S CENTER
- WINSTON CENTER-ROCK SPRINGS, WYOMING
- NEW FORT WASHAKIE SCHOOL
- WYOMING DEPARTMENT OF CORRECTIONS-WYOMING HONOR FARM





# PROJECT EXPERIENCE

## LAND SURVEYING

### SALT WELLS/BITTER CREEK CROSSING- SWEETWATER COUNTY-2019

Sweetwater County retained Inberg-Miller Engineers to provide topographic and boundary surveys, hydraulic analysis, and civil engineering design for this project. In addition, Inberg-Miller Engineers successfully obtained permits from the USACOE, the Wyoming DEQ, the Union Pacific Railroad, and the BLM for the project. The project consisted of replacing an existing undersized culvert with the County-owned concrete box culvert and the design of a low water crossing.

Design and permitting efforts began in late 2018. Inberg-Miller Engineers successfully completed the design and obtained the necessary permits on an accelerated schedule in order for the project to be constructed the following year. Construction of the crossing was completed in the fall of 2019.

### ADDITIONAL PROJECTS

- WYOMING DEPARTMENT OF CORRECTIONS-WYOMING WOMEN'S CENTER
- WINSTON CENTER-ROCK SPRINGS, WYOMING
- NEW FORT WASHAKIE SCHOOL
- CARBON COUNTY ROAD 121 AND EKOLA BRIDGE
- CITY OF DOUGLAS PATHWAY
- PLATTE RIVER APARTMENTS



## SPECIAL INSPECTIONS

### PROJECT EXAMPLES

- STATE OF WYOMING-WYOMING STATE HOSPITAL
- NEW FORT WASHAKIE SCHOOL
- WYOMING DEPARTMENT OF CORRECTIONS-WYOMING HONOR FARM
- CARBON COUNTY ROAD 121 AND EKOLA BRIDGE
- UNIVERSITY OF WYOMING BUS BARN





# PROJECT EXPERIENCE

## TRAFFIC + TRANSPORTATION



### TETON COUNTY COUNTY ROADS RESURFACING-2021

Inberg-Miller Engineers provided the designs for the Teton County-Alta Roads Resurfacing Project. Heater repaving was used for the first time in Wyoming on 3.67 miles of county roads in Alta, Wyoming. Also known as hot-in-place asphalt recycling, this is a cost-effective alternative to traditional overlays as it requires 50% less asphalt and aggregate. Additionally, heater repaving uses less energy and greenhouse gas emissions are reduced which aligned with Ecosystem stewardship as defined by Teton County's comprehensive plan. IME submitted this project to the Wyoming Engineering Society and was awarded the Project of the Year title for 2021.

### ADDITIONAL PROJECTS

- CITY OF CHEYENNE 2018 CHIP SEAL NO. 1
- CITY OF CHEYENNE 2020 PAVEMENT MANAGEMENT PROJECT
- TETON COUNTY SPRING GULCH ROAD
- FREMONT COUNTY DRY CREEK ROAD
- CARBON COUNTY ROAD 121 & EKOLA BRIDGE
- EASTERN SHOSHONI BUSINESS PARK
- NEW FORT WASHAKIE SCHOOL
- CARBON COUNTY ROAD 121 AND EKOLA BRIDGE

## UTILITY EVALUATION

### NORTHERN ARAPAHO TRIBE WATER ASSESSMENT-2020

In 2020, Inberg-Miller Engineers performed a comprehensive water and sewer system utility assessment and mapping project for the Northern Arapahoe Tribe. The approximate \$440,000 engineering study involved water system well production, treatment, storage, and water distribution system and pressure zone modeling. The study also included individual component evaluation of well controls, treatment, water storage and pressure regulating valves and prioritized improvements.

The same study reviewed several miles of sewer collection lines, manhole conditions, sewage pump stations and sewage treatment and lagoon needs. Numerous sewage lift stations were evaluated for remaining life, safety, capacity, and repair parts availability

The resulting study outlined over \$10,000,000 in water and sewer improvements that were required to obtain a level of service required by the client. The water and sewer systems demands and designs were completely evaluated to current EPA and Wyoming DEQ requirements.

As a follow up to the assessment, Inberg-Miller Engineers designed a new sewage lift station. The existing lift station and lagoon were located within a floodplain therefore analysis was required to consider the effects of a 100-year flood on the facility.

The lift station designed was a duplex submersible pump system with a separate valve pit designed for peak flows, all meeting Wyoming DEQ Chapter 11 requirements.



# PROJECT EXPERIENCE

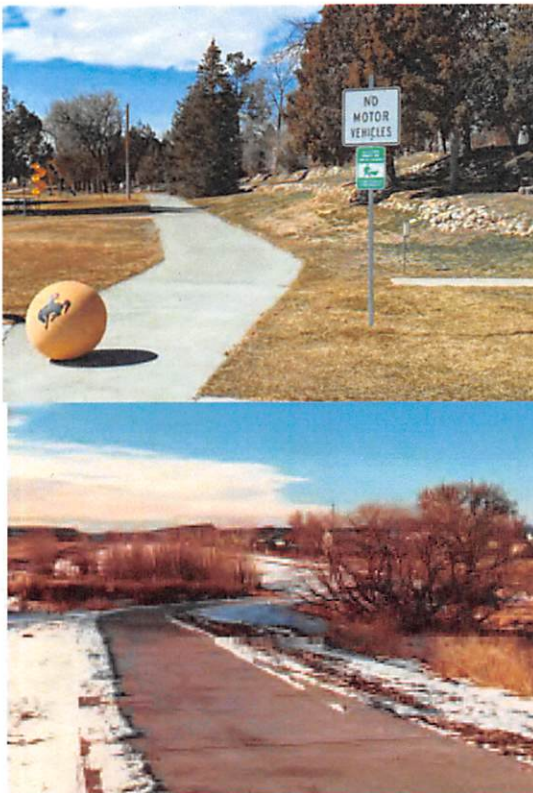
## MUNICIPAL

### TOWN OF WHEATLAND MASTER PATHWAY PLAN

Inberg-Miller is currently contracted by the Town of Wheatland to provide an updated master plan for the town's pathway system. The original plan was written in 2003 and needs to be updated for the Town of Wheatland to apply for grants to construct pathway sections. This plan will be used as a guide for the Town of Wheatland to help them build a pathway in the town. It will prioritize sections for design and construction, offer insight on different design aspects they should look for, and what amenities the town would like to have with their pathway. As part of the project Inberg-Miller is working with a steering committee comprised of different individuals with role in the community and are holding public information session to gather as much public input to be used in the plan as possible. The plan is scheduled to be adopted by the Town of Wheatland in June of 2022.

### ADDITIONAL PROJECTS

- CITY OF DOUGLAS PATHWAY
- HAWKS POINT SENIOR LIVING
- CHEYENNE- DOLLAR GENERAL SITE PLANNING
- CITY OF GILLETTE-ALLEY PMS PROJECT
- SWEETWATER COUNTY SCHOOL DISTRICT #2 BUS BARN
- UNIVERSITY OF WYOMING-IVINSON AVE PAVEMENT RECOMMENDATIONS
- FREMONT COUNTY-COOPER ROAD STUDY





# PROJECT EXPERIENCE

## SANITARY SEWER

### 2021 SANITARY SEWER REPAIR PROJECTS

The City of Lander contracted with Inberg-Miller Engineers to evaluate multiple segments of their sanitary sewer collection system that experienced problems.

Inberg-Miller Engineers reviewed video inspections of each troubled segment and identified needed repairs. IME then performed a field inspection of each manhole adjoining the troubled segments and logged their conditions, configurations, and dimensions.

Based on the inspections, IME developed recommendations for repairs, rehabilitation, or replacement needed to make the manholes watertight, structurally sound, and fully functional. We differentiated between upgrades that needed to be completed prior to CIPP lining of the adjoining mains and those that could be completed afterwards.

## WATER SUPPLY + DISTRIBUTION

### RURAL SCHOOLS WATER- CAMPBELL COUNTY SCHOOL DISTRICT- 2021

Three rural Campbell County Schools had elevated lead and copper levels and were expected to soon have violations in their EPA/SDWA water sampling. The school district requested a design and permits for a corrosion control project in the three schools. The three separate schools with independent public water systems were Little Powder School, Recluse School, and 4-J School.

Three separate design and permit package reports that satisfied Wyoming DEQ Chapter 12 "Design and Construction of Public Water Supplies" were assembled for all three schools.

Water sampling indicated two of the schools required a sodium silicate injection system that would coat the plumbing and reduce metal corrosion. The third School had a different water chemistry and required a proprietary phosphate compound.

Chemical injection, peristaltic metered pumps were installed at each location. Subsequent water quality testing indicated a successful project.

### ADDITIONAL PROJECTS

- ARAPAHO AND ETHETE WATER AND SEWER SYSTEM EVALUATION
- CITY OF WHEATLAND ONE MILLION GALLON WATER STORAGE TANK
- WATERLINE REPLACEMENT CASPER BOARD OF PUBLIC UTILITIES
- CITY OF RIVERTON ECONOMIC DEVELOPMENT ADMINISTRATION WATER DISTRIBUTION IMPROVEMENT
- CITY OF CODY WATER TANK
- CITY OF DOUGLAS WATER STORAGE TANK
- CITY OF CASPER WATER STORAGE TANK
- SWEETWATER COUNTY PHASE II WATER SYSTEM IMPROVEMENTS





# REFERENCES



## City of Douglas

### John Harbarger

Public Works Director  
420 W Grant  
Douglas, WY 82633  
jharbarger@cityofdouglas.org  
307-358-9750

## City of Green River

### Mark Westenskow, P.E.

Director of Public Works  
325 E Teton Blvd  
Green River, WY 82935  
mwestenskow@cityofgreenriver.org  
307-872-0525



## City of Riverton

### Kyle Butterfield

Public Works Director  
816 N. Federal Blvd.  
Riverton, WY 82501  
kbutterfield@rivertonwy.gov  
307-857-7704



# MEET OUR TEAM



Daniel Hayes, P.E.  
Project Manager



Derek Baker P.E.  
Principal in Charge



C. Dawn Willhelm  
Senior Civil Engineer



Kevin Stanek P.E.  
Civil / Structural Engineer



Brooke Bulgrin, P.E.  
Civil Engineer



Randall S. Stelzner, P.L.S., CFedS  
Survey Manager



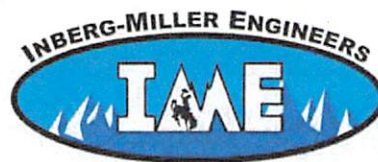
Adam Schroeder, P.L.S.  
Surveyor



Michael McClure, G.I.T.  
Geologist / Lab Manager



Ryan Vazquez, P.G.  
Geologist



**Our team has the experience necessary to make any project a success and the availability to complete the work in a timely manner. Our team brings together unparalleled experience in civil, geotechnical, survey, environmental, and materials testing. Providing our clients with innovative solutions, we deliver with integrity and responsiveness from start to finish. We work to understand you, your goals, and your projects to ensure your projects are a success.**





# DANIEL HAYES, P.E.

CIVIL ENGINEER  
PROJECT MANAGER

## PERSONAL PROFILE


Mr. Hayes has 10 years of technical experience including site design, roadway design, grading, and drainage design, and utility infrastructure design for numerous private and public entities. Mr. Hayes demonstrates enthusiasm and adaptability.

## CONTACT

350 Parsley Blvd.  
Cheyenne, WY 82007

dhayes@inberg-miller.com

(307) 635-6827

 Scan to view and save contact information!

## EDUCATION

B.S. Civil Engineering,  
University of Wyoming, 2011



## SKILLS

- His technical management includes design of roads, utilities and drainage, coordination with clients, planning, approvals, contract administration and construction observation on large commercial and public buildings, municipal facilities projects and residential subdivisions.
- He is proficient in CADD and routinely utilizes computers in the design and drafting of roadways, water and sewer systems, drainage plans, and site layouts.

## CERTIFICATIONS

- American Concrete Institute: Concrete Field Testing Technician Grade I
- Certified Radiological Safety and Nuclear Density Gauge Operator
- Certified/Safety Trained in Hydrogen Sulfide/Carbon Dioxide Gas
- Certified in Adult CPR & First Aid
- ICC Structural Steel and Bolting Special Inspector
- ICC Structural Masonry Special Inspector
- ICC Structural Welding Special Inspector
- Certified in Mine Safety Training, 8-Hour Surface Miner
- PEC Premier Safeland USA

## PROFESSIONAL AFFILIATIONS

- American Society of Civil Engineers
- American Concrete Institute
- Wyoming Society of Professional Engineers (WySPE)





# DEREK BAKER, P.E., P.G.

VICE PRESIDENT

GEOTECHNICAL ENGINEER / GEOLOGIST

## PERSONAL PROFILE

Mr. Baker's background includes geotechnical engineering and geology. He has 20 years of experience and has been Cheyenne's Principal-In-Charge for 10 years. His clear communication, and strong motivation are genuine and positively impact his leadership and approach.

## CONTACT

📍 350 Parsley Blvd.  
Cheyenne, WY 82007

✉️ dbaker@inberg-miller.com

☎️ (307) 635-6827



Scan to view and save contact information!

## EDUCATION

B.S. Geological Engineering  
B.S. Geology & Geophysics,  
University of Wisconsin-  
Madison, 2001



## SKILLS

- Subsurface Exploration and Geotechnical Engineering
- Environmental projects including solid waste permitting, and solid waste transfer stations.
- Laboratory Testing
- Construction materials testing,
- Contract and Budget Administration
- Project Management
- Effective verbal and written communication

## CERTIFICATIONS

- Professional Engineer, State of WY #11058
- Professional Engineer, State of CO #44675
- Professional Engineer, State of NE E-13464
- Professional Engineer, State of ND PE-7185
- Professional Geologist, State of WY #3594

## PROFESSIONAL AFFILIATIONS

- Leadership Wyoming – Class of 2011
- Rotary Club of Cheyenne – Director 2012-2015
- Friends of the Cheyenne Botanic Gardens – Board Member 2015-Present
- Wyoming Society of Professional Engineers (WySPE)
- Geoprofessional Business Association (GBA)






# BROOKE BULGRIN, P.E.

CIVIL ENGINEER


## PERSONAL PROFILE


Ms. Bulgrin's technical experience includes site design, roadway design, grading and drainage design, and utility infrastructure design for numerous private and public entities.

## CONTACT

 350 Parsley Blvd.  
Cheyenne, WY 82007

 [bbulgrin@inberg-miller.com](mailto:bbulgrin@inberg-miller.com)

 (307) 635-6827

 Scan to view and save contact information!

## EDUCATION

B.S. Civil Engineering,  
University of Wyoming, 2013



## SKILLS

Brooke's technical management includes design of roads, utilities and drainage, coordination with clients, planning, approvals, contract administration and construction observation on large commercial and public buildings, and municipal facilities projects.

She is proficient in:

- o CADD
- o Wyoming Department of Environmental Quality Standards
- o Wyoming Public Works Standards
- o Wyoming Department of Transportation Standards and Specifications, and ASTM

Her field experience includes construction administration, construction observation, materials testing of soils, aggregates, concrete and asphalt.

## CERTIFICATIONS

- Professional Engineer, State of Wyoming #16482
- LPA Certified
- American Concrete Institute: Concrete Field-Testing Technician Grade I
- Certified Radiological Safety and Nuclear Density Gauge Operator Certified in Adult CPR & First Aid

## PROFESSIONAL AFFILIATIONS

- American Concrete Institute
- American Society of Civil Engineers
- Leadership Wyoming, 2020
- Wyoming Engineering Society





# C. DAWN WILLHELM, P.E.

SENIOR CIVIL ENGINEER

## PERSONAL PROFILE

Ms. Willhelm is an experienced Civil Project Engineer and Project Manager. She has taken on a leadership role at IME, and enhances projects through her attention to detail and organized management style. Dawn provides quality service and improves project efficiency.

## CONTACT

- 124 East Main Street  
Riverton, WY 82501
- dwillhelm@inberg-miller.com
- (307) 856-8136



Scan to save contact information!

## EDUCATION

B.S. Civil Engineering, University of Wyoming, 1992



## SKILLS

Dawn's project management skills include construction contract administration, grant writing, and is proficient in using Autodesk Civil 3D. She has Civil Engineering experience on a variety of projects including:

- Water Supply and Distribution
- Wastewater Collection and Treatment
- Residential Subdivision
- Highway Design
- Commercial and Industrial Site Development
- Large Earthworks Projects
- Storm Water and Erosion Control
- Solid Waste Disposal

She also has experience in:

- Municipal Wastewater Collection Design & Construction
- Water Distribution System Design & Construction
- Highway and Street Design
- Site Development, Grading, Drainage, and Earthworks Design

## CERTIFICATIONS

- Professional Engineer, State of Wyoming #8900
- LTAP Certified

## PROFESSIONAL AFFILIATIONS

- American Society of Civil Engineers (ASCE), Wyoming Section, Past President
- Wyoming Engineering Society



# KEVIN STANEK, P.E.

CIVIL / STRUCTURAL ENGINEER

## PERSONAL PROFILE

Mr. Stanek is a Civil and Structural Engineer located in our Casper office. In addition, he is an experienced Geotechnical Engineer with materials and laboratory testing experience. Kevin's design skills are also used to highlight various projects throughout the company.

## CONTACT



1120 East C Street  
Casper, WY 82601



kstanek@inberg-miller.com



(307) 577-0806



Scan to save contact information!

## EDUCATION

M.S. Civil Engineering,  
South Dakota School of Mines &  
Technology, 2015



## SKILLS

- Structural Design
  - Foundation System Design
  - Structural Steel
  - Reinforced Concrete
  - Light Timber
- Coordinating and Performing Geotechnical Drilling
- Soil Sampling/Materials Testing
- Drilled Pier Observations
- Reinforced Steel Inspections

## CERTIFICATIONS

Professional Engineer:

- State of WY #18269
- State of CO #0059154
- State of ND #29103
- State of MI #6201310293
- State of ID #20490

## PROFESSIONAL AFFILIATIONS

- National Society of Professional Engineers (NSPE)
- Wyoming Society of Professional Engineers (WySPE)
- American Society of Civil Engineers (ASCE)
- American Institute of Steel Construction (AISC)





# RANDALL S. STELZNER, P.L.S., CFEDS

**SURVEY MANAGER**

## PERSONAL PROFILE

Randy has 45 years of experience as a surveyor.

## CONTACT

124 East Main St.  
Riverton, WY 82501

rstelzner@inberg-miller.com

(307) 856-8136



Scan to view and save  
contact information!

## EDUCATION

A.A.S. Land Surveying Technology,  
Gateway Technical Institute, 1977

A.A.S. Civil-Structural Technology,  
Gateway Technical Institute, 1976



## SKILLS

- Experience with static and RTK GPS equipment in both the field and office
- Project Manager for ALTA/NSPS, construction, and as-built surveys for 5 wind farms and over 700 miles of power transmission lines
- Project Manager for over 1,400 miles of natural gas and crude oil pipeline route surveys including preliminary, construction, and as-built surveys throughout the Rocky Mountain and Northern Plains region

## CERTIFICATIONS

- Professional Land Surveyor, State of Wyoming #5134,
- Professional Land Surveyor, State of Montana #14745
- Professional Land Surveyor, State of Colorado #18263
- Professional Land Surveyor, State of Idaho #5717
- Professional Land Surveyor, State of Wisconsin #1495
- Professional Land Surveyor, State of North Dakota #7724
- Certified Federal Surveyor (CFedS) #1193

## PROFESSIONAL AFFILIATIONS

- Professional Land Surveyors of Wyoming, Past President
- National Society of Professional Surveyors
- Wyoming Engineering Society



# ADAM SCHROEDER, P.L.S.

PROFESSIONAL LAND SURVEYOR

## PERSONAL PROFILE

Mr. Schroeder is a licensed professional land surveyor in our Cheyenne office. His collaboration and leadership are apparent in his project management approach.

## CONTACT

350 Parsley Blvd.,  
Cheyenne, WY 82007

aschroeder@inberg-  
miller.com

(307) 214-3367



Scan to view and save  
contact information!

## EDUCATION

B.A. Technical Resource Management  
Southern Illinois University, 2007



## SKILLS

Mr. Schroeder has extensive survey experience in both commercial and residential projects large and small.

- ALTA/NSPS Land Title Surveys
- Boundary Surveys
- Construction Staking Surveys
- Topographic Surveys
- Hydrographic Surveys
- Elevation Certificate
- 3D Scanning
- Right of Way Surveys

## CERTIFICATIONS

- P.L.S. Illinois #35-3916
- OSHA 30 Hour

## PROFESSIONAL AFFILIATIONS

- Professional Land Surveyors of Wyoming






# RYAN VAZQUEZ, P.G.

GEOLOGIST

## PERSONAL PROFILE

Mr. Vazquez is a licensed Professional Geologist with experience in solid waste, environmental geology, and construction materials testing. His educational background includes geoscience.

## CONTACT

 350 Parsley Blvd.  
Cheyenne, WY 82007

 rvazquez@inberg-miller.com

 (307) 635-6827



Scan to view and save contact information!

## EDUCATION

B.S. Geoscience and Biology  
Minor, Northland College, 2009



## SKILLS

- Solid waste permitting
- Phase I and II environmental site assessments
- Environmental sampling (air, soil, and groundwater) and installation of groundwater monitoring wells
- Geotechnical soil sampling and laboratory testing
- Construction materials testing
- IBC special inspections.

## CERTIFICATIONS

- Wyoming Professional Geologist #4032
- OSHA 40-hour HAZWOPER
- 24-Hour Accredited Asbestos Hazard Emergency Response Act (AHERA) Building Inspector
- 24-Hour EPA-TSCA Lead Based Paint Inspector
- Portable Nuclear Gauge Operator
- HAZMAT Transporter of Nuclear Gauges
- H2S Training
- First Aid and CPR

## PROFESSIONAL AFFILIATIONS

- Geological Society of America
- Wyoming Solid Waste and Recycling Association
- Solid Waste Association of North America




# MICHAEL R. MCCLURE

CMT LAB MANAGER


## PERSONAL PROFILE

Mr. McClure currently serves as the Materials Testing Lab Manager in Inberg-Miller Engineer's Cheyenne office. His 8 years of experience include construction materials testing, geotechnical laboratory testing, and IBC special inspections.

## CONTACT

 350 Parsley Blvd.  
Cheyenne, WY 82007

 mmclure@inberg-miller.com

 (307) 635-6827



Scan to view and save contact information!

## EDUCATION

B.S. Geology/Geophysics, B.A. History, University of Wyoming

## SKILLS

- His technical experience includes subsurface explorations and geotechnical engineering for residential, commercial, industrial, municipal, and transportation development projects.
- Laboratory Testing
- Construction Materials Testing,
- He is experienced in performing testing to determine engineering properties of soils for foundation design and earth construction, and tests used to characterize soils, and evaluate strength and compressibility.

## CERTIFICATIONS

- ACI Field Testing Technician – Grade I
- ACI Concrete Laboratory Testing Technician – Level 1
- ACI Aggregate Testing Technician – Level 1
- ACI Concrete Strength Testing Technician
- Portable Nuclear Gauge Operator
- HAZMAT Transporter of Nuclear Gauges
- WYDOT-Portland Cement Concrete
- WYDOT - Soils and Aggregate







# INBERG-MILLER ENGINEERS

Casper | Cheyenne | Douglas | Gillette | Greeley CO | Green River | Riverton

## SCHEDULE OF FEES & AVAILABLE SERVICES

EFFECTIVE APRIL 1, 2022

### PERSONNEL

Project Support/Administration .....	\$80.00 /Hour
Engineering Technician/Survey Technician I-II .....	\$80.00 to \$90.00 /Hour
CAD Drafting Technician .....	\$105.00 /Hour
Staff Engineer/Scientist I-II-III .....	\$90.00-\$100.00-\$110.00 /Hour
GPS Technician/Party Chief I-II-III .....	\$90.00-\$100.00-\$110.00 /Hour
2-Person Survey Crew.....	\$160.00 /Hour
Drilling Manager .....	\$110.00 /Hour
Project Manager I-II.....	\$110.00 to \$135.00 /Hour
Professional Land Surveyor I-II .....	\$135.00 to \$165.00 /Hour
Professional Engineer/Scientist I-II-III .....	\$140.00-\$160.00-\$180.00 /Hour
Principal.....	\$200.00/Hour

### VEHICLE

Vehicle.....	\$8.00 /Hour	\$50.00 /Day, plus \$1.50 /Mile*
One-Ton Flat Bed Truck .....	\$10.00 /Hour	\$60.00 /Day, plus \$2.00 /Mile*
Drill Rig .....		\$3.00 /Mile*

**\* Fuel Surcharge:** Mileage rate is based on fuel prices as of April 2022 (Source: wyominggasprices.com). If fuel prices increase over 10% from April 2022 rates, the percentage of increase will be added to all mileage rates.

### EXPENSES

Additional Hard Copies of Bound Reports (Less Than 100 Pages).....	\$35.00 /Copy
Motel, Meals, Per Diem, Prints, Postage, Equipment Rental, Photocopies, and Other Miscellaneous Supplies .....	Direct Expense, Plus 15%
Subconsultant Services Secured with Client's Approval .....	Direct Expense, Plus 15%
All Other Equipment and Materials Not Listed .....	<b>BY QUOTATION</b>

### NOTES:

- All field charges begin at the time of departure and terminate at the time of return to the point of origin and/or place of lodging while away from the principal office, less time off for the convenience of the personnel.
- At the client's request, or convenience, an overtime rate of 1.5 times personnel rate will be applied when services are required before 7:00 AM and after 7:00 PM weekdays and for all hours on weekends, and 2.0 times for any holidays.
- **Inberg-Miller Engineers will prepare an estimated budget for services based upon the client's detailed scope of services, if requested. Please be informed that project management and project support costs are a necessary part of any services provided. Final invoiced amounts may vary from estimated amounts depending on variations in scope, time of performance, and/or changes in anticipated conditions. Any items not specifically listed are by quotation.**

Payment is due upon presentation of invoice and is past due 30 days from invoice date. A finance charge of one and one-half (1½) percent per month, or the maximum rate allowed by law, will be assessed against the unpaid balance. All credit card transactions will be assessed a 4% surcharge.



Civil | Geotechnical | Environmental | Materials Testing | Surveying | Drilling  
Scan the QR Code using your mobile device to learn more about our services.



**CIVIL ENGINEERING**..... **BY QUOTATION**

- Highway Design, Street Design, Grading and Drainage Design
- Solid Waste Planning; Landfill, Baler, and Transfer Station Design and Permitting
- Water System Design, Sanitary Sewer Design, Storm Sewer Design
- Irrigation and Drainage Design, Hydrologic and Hydraulic Analysis
- Residential and Commercial Subdivision Design
- Site Design for Commercial Developments and Schools
- Spill Prevention Control and Countermeasure (SPCC) Plans
- Stormwater Pollution Prevention (SWPPP) Plans
- Mine Permitting and Mine Reclamation Design
- Construction Contract Administration and Construction Observation

**GEOTECHNICAL ENGINEERING**..... **BY QUOTATION**

**FIELD SERVICES**

- Subsurface Exploration, Contract Drilling, Direct Push Exploration, Rock Coring
- Drilling and Sampling (Small, Medium and Large Diameter Test Borings)
- Foundation Analysis and Design Recommendations
- Earth Dam & Reservoir Design and Reconnaissance, Slope Stability Analysis
- Explorations for Roadway; Borrow Sources and Aggregate Sources on Highway Construction
- Monitor Well Installation, Development, Purging, Sampling, Abandonment
- Field Sampling and Testing of Soil, Groundwater, and Air
- Ground Water Pumping/Drawdown Tests, Permeability/Density of In-Place Soil

**LABORATORY SERVICES**

- Moisture-Density Relations of Soils, Particle Size Analyses, Soil Index Tests
- Soil Classification, Strength Tests, Volume Change, California Bearing Ratio Test
- Triaxial Shear Strength Tests, Permeability Tests, Corrosivity Tests (Soil)
- Analytical Testing of Soil and Ground Water Samples, Packaging and Handling of Samples
- Mobile Laboratory
- Concrete and Asphalt Mix Designs

**CONSTRUCTION MATERIALS TESTING AND OBSERVATION**..... **BY QUOTATION**

**FIELD AND LABORATORY SERVICES**

- Soils/Aggregates, Portland Cement Concrete and Asphalt Concrete
- International Building Code (IBC) Special Inspection: Reinforced Concrete, Spray Applied Fire Proofing, Structural Masonry Inspection and Structural Steel

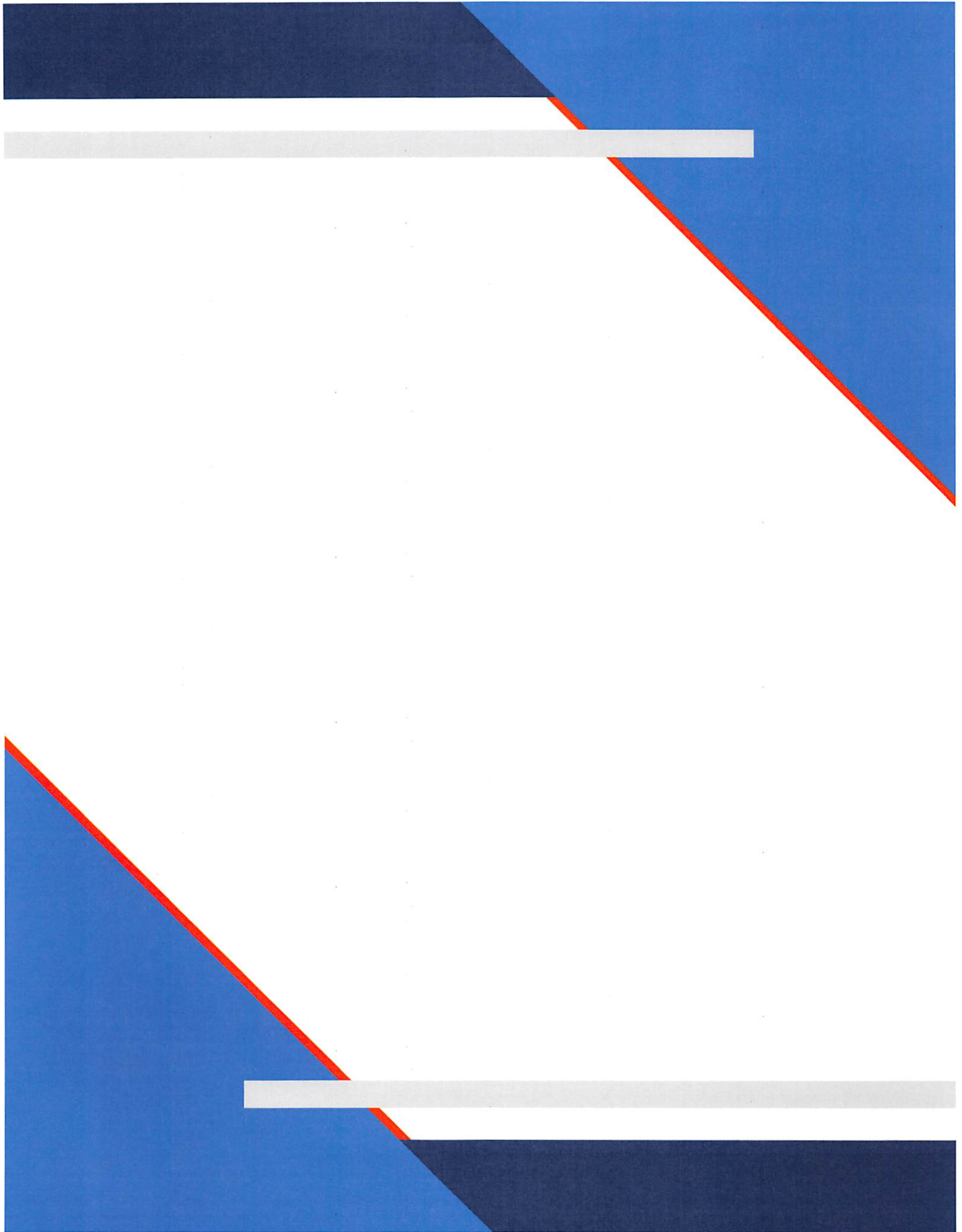
**ENVIRONMENTAL ENGINEERING**..... **BY QUOTATION**

- Solid Waste Disposal Design and Permitting
- Categorical Exclusions, Phase I, II, and III Site Assessments, Extent of Contamination Studies
- Soil and Groundwater Remediation Systems Design and Implementation
- Monitor Well Installation, Development, Purging, Sampling, and Abandonment
- Field Sampling and Testing of Soil, Groundwater, and Air
- Geologic Cross-Sections, Contaminant Isoconcentration Maps
- Asbestos, mold and lead-based paint sampling

**LAND SURVEYING**..... **BY QUOTATION**

- **PROPERTY SURVEYS:** Subdivision Platting and Mapping, Farm/Ranch Surveys, Cadastral Surveys, Boundary Retracement
- **ENGINEERING SURVEYS:** Topographic Surveys, Highway, Street, and Road Design Surveys, River and Flood Plain Cross-Sections
- **UTILITY SURVEYS:** Preliminary, Construction, and As-Built Surveys for Cross-Country Pipelines and Power Transmission Lines
- **CONSTRUCTION SURVEYS:** Highways, Utilities, Bridges
- **MISCELLANEOUS:** Mine Reclamation Surveys, Water Rights, Mining Claims
- **ALTA/NSPS:** Land Title Detailed Property Surveys
- **UAV SERVICES:** Insurance damage claims, real estate, advertising and marketing, surveying, aerial inspections (including but not limited to)





## **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.