

**LARAMIE COUNTY PUBLIC WORKS/PLANNING DEPARTMENT
PROFESSIONAL SERVICES CONTRACTOR AGREEMENT
LARAMIE COUNTY, WYOMING / T-O ENGINEERS INC.**

THIS AGREEMENT is made and entered into by and between Laramie County, Wyoming, P.O. Box 608, Cheyenne, Wyoming 82003-0608, (COUNTY) and T-O Engineers Inc., 205 Storey Boulevard, Suite 120, Cheyenne, Wyoming 82009 (CONTRACTOR). The parties agree as follows:

I. PURPOSE

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

II. TERM

This Agreement shall commence on the date last executed by the duly authorized representatives of the parties to this Agreement, and shall remain in full force and effect until December 31, 2023.

III. RESPONSIBILITIES OF COUNTY

COUNTY shall pay CONTRACTOR on an as needed basis per the fee schedule within Attachment 'B'. Payment will be made upon receipt of the CONTRACTOR'S invoice to the COUNTY. No payment shall be made before the last signature is affixed to this Agreement. Payments shall be in accordance with Wyo. Stat. § 16-6-602 (as amended).

IV. RESPONSIBILITIES OF CONTRACTOR

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

B. CONTRACTOR agrees to retain all required records for three (3) years after the County makes final payment and all other matters relating to the Agreement are concluded. CONTRACTOR agrees to permit access by the COUNTY or any of its duly authorized representatives to any books, documents, papers and records of the CONTRACTOR which are directly pertinent to this specific Agreement for purposes including but not limited to audit, examination, excerpts, and transcriptions. It is agreed that finished or unfinished documents, data or reports, prepared by CONTRACTOR under this contract shall be considered the property of the COUNTY and upon completion of the services to be performed, or upon termination of this Agreement for cause, or for the convenience of the COUNTY, will be turned over to the COUNTY.

V. GENERAL PROVISIONS

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

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

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

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

E. Entire Agreement: This Agreement (5 pages), Attachment A (12 pages), Attachment B (29 pages), and Attachment C Insurance Requirements (3 pages) represent the entire and integrated agreement and understanding between the parties and supersedes all prior negotiations, statements, representations and agreements, whether written or oral.

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

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

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

I. Applicable Law and Venue: The parties mutually understand and agree this Agreement shall be governed by and interpreted pursuant to the laws of the State of Wyoming. If any dispute arises between the parties from or concerning this Agreement or the subject matter hereof, any suit or proceeding at law or in equity shall be brought in the District Court of the State of Wyoming, First Judicial District, sitting at Cheyenne, Wyoming. The foregoing provisions of this paragraph are agreed by the parties to be a material inducement to CONTRACTOR and to

COUNTY in executing this Agreement. This provision is not intended nor shall it be construed to waive COUNTY's governmental immunity as provided in this Agreement.

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

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

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

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

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

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

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

Q. Force Majeure: Neither party shall be liable to perform under this Agreement if such failure arises out of causes beyond control, and without the fault or the negligence of said party. Such causes may include, but are not restricted to, Act of God or the public enemy, fires,

floods, epidemics, quarantine restrictions, freight embargoes, and unusually severe weather. In every case, however, a failure to perform must be beyond the control and without the fault or the negligence of said party.

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

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

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

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LARAMIE COUNTY PUBLIC WORKS/PLANNING DEPARTMENT
PROFESSIONAL SERVICES CONTRACTOR AGREEMENT
LARAMIE COUNTY, WYOMING / T-O ENGINEERS INC.

Signature Page


LARAMIE COUNTY, WYOMING

By: _____ Date _____
Chairman, Laramie County Commissioners

ATTEST:


By: _____ Date _____
Laramie County Clerk

T-O ENGINEERS INC.:

By:  _____ Date 7-11-2022

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

REVIEWED AND APPROVED AS TO FORM ONLY:

By:  _____ Date 7/11/22
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 by **May 4, 2022 by 2:00PM.**

Scope of Services (including but not limited to):

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

Development Review

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

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

Floodplain Management

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

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

Projects and misc. needs for Public Works:

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

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

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

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

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

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

Fee, Rates, and Estimated Costs:

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

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

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

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

Qualifications:

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

Qualifications or expectations to be considered:

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

Proposal Requirements:

The proposal should include the following information:

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

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

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

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

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

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

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

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

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

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

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

Evaluation and Award:

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

Additional Conditions:

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

- 4) Laramie County does not waive its Governmental/Sovereign Immunity, as provided by any applicable law including W.S. § 1-39-101 et seq., by issuing this Request and/or entering into any agreement with any successful respondent. Further, Laramie County fully retains all immunities and defenses provided by law with regard to any action, whether in tort, contract or any other theory of law, based on this RFP and any subsequent agreement(s).
- 5) Any errors or omissions discovered in this request for proposal, or any additional information needed to clarify any issues in the request, will be communicated to all firms who have expressed an interest in the engagement. The communication will amend the requests accordingly.
- 6) If a respondent discovers any ambiguity, conflict, discrepancy, exclusionary specifications, omission, or other error in this document, the respondent shall immediately notify the County's representative. If respondent fails to notify the County of any error, ambiguity, conflict, discrepancy, exclusionary specifications, or omission in this RFP, the respondent shall submit a response at its own risk and under such conditions. If the respondent is awarded a contract, then such respondent will not be entitled to additional compensation, relief, or time by reason of the error or its later correction.
- 7) It is incumbent upon each respondent to carefully examine all specifications, terms, and conditions contained herein and in all referenced data and documents. Any inquiries, suggestions, or requests concerning interpretation, clarification or additional information shall be made in writing, through the County contact named above. The County will not be responsible for any oral representation(s) given by any employee, representative or others. The issuance of a written addendum is the only official method by which interpretation, clarification or additional information can be given.
- 8) Respondents are advised that Laramie County is a governmental entity in the State of Wyoming. Public Works projects, such as that referenced herein, carried out by governmental entities are subject to certain legal and regulatory requirements which may or may not be applicable to private entities. Any contract with a successful respondent will contain a requirement to monitor and secure compliance on the project with all applicable laws and regulations including, but not limited to, those contained in Wyoming statute W.S. § 16-6-101 et seq.
- 9) If it becomes necessary for the County to revise or amend any part of this RFP, notice may be obtained by accessing the County website. Respondents in their proposal must acknowledge receipts of amendments. Each respondent should ensure that they have received all addenda and amendments to this RFP before submitting their proposal. Please check the Laramie County web site at <https://www.laramiecountywy.gov/> for a copy of the RFP and addenda.

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



Laramie County, Wyoming

Engineering RFP Questions and Responses

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



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



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

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

LARAMIE COUNTY ■ WYOMING



**REQUEST FOR PROPOSALS FOR
ENGINEERING & SURVEYING SERVICES**
MAY 4, 2022



T.O ENGINEERS

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“ T-O Engineers completed a well thought out, quality design for our waterline replacement and roadway rehabilitation project. Throughout the design and bidding process, T-O was responsive, paid close attention to the details and represented the City with professionalism. Their early and consistent coordination with the City, Utilities, ITD, and Union Pacific Railroad led to all permitting being completed in a timely fashion, with no delays. I look forward to working with T-O Engineers again. ”

Jeff Barnes, PE
City of Nampa

May 4, 2022

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



205 Storey Blvd, Ste 120 | Cheyenne, WY 82009
P: 307-223-2912 | to-engineers.com

RE: Request for Proposals for Engineering and Surveying Services

Dear Ms. Bennett and Members of the Selection Committee,

I am a Cheyenne native that had the opportunity to return to Cheyenne last year and open a new office for T-O Engineers (T-O). Since returning, I have worked diligently to reacquaint myself with the infrastructure challenges that the greater Cheyenne region faces and identify areas where T-O could best provide solutions. Early on, we identified that Laramie County presented a great opportunity for us to provide exceptional service and develop a long-lasting client relationship. As such, we have put in the legwork to learn as much as possible by tracking the special purpose tax projects and learning how and where we can complement their execution. We also made it a goal to meet with Laramie County staff and meet all county commissioners to better understand the dynamics of the community.

We have assembled a great team that will be able to meet the needs of Laramie County. Although our Cheyenne office is relatively small right now, we are growing along with our local workload, and our goal is to become a premier civil engineering and surveying firm in Laramie County. We are excited to prove this to you by making the following commitments:

- **Responsiveness:** I commit to being responsive to your needs and providing timely results and solutions. As such, I will be available seven days a week by cell phone to answer questions or respond to emergencies.
- **Communication:** We will represent the county in the best possible way by providing excellent communication to the county, public, private developers, and other professionals.
- **Written Reports:** We will provide monthly written reports outlining the tasks we have completed, what we are working on, and provide a general update. These reports will provide timely justification for our invoices and give you confidence in our value to the County.
- **Meetings:** We commit to attend the Commission meetings at least monthly and more frequently if requested. We also commit to attend the Planning and Zoning Commission meetings when requested.
- **Business Minded:** We will work in tandem with the County to represent your needs while ensuring that we are not slowing down development, but instead will work towards speeding up the process by finding efficiencies.
- **Resources:** T-O has a diverse staff of more than 185 employees working in a variety of disciplines, including transportation, municipal, land development, surveying, geospatial, environmental, structural, and water resources. This provides you sufficient depth of expertise and resources. We have partnered with Steil Surveying Services, who have a long and proven track record of successful surveying projects in Laramie County.

While we are very proud of our company resume of successful projects, we also place a high premium on having excellent references from our current clients. We strongly encourage you to call our references to confirm that the service you receive from T-O will be excellent.

I can proudly say that I am excited to be back in Cheyenne and Laramie County and look forward to being a part of the continued growth our region is experiencing. We are excited to prove ourselves to you and have endeavored to include adequate information within this proposal to assist the County in selecting us as your consultant. If you need anything additional, please do not hesitate to call my cell (307) 286-0808.

Sincerely,
T-O Engineers, Inc.

A handwritten signature in blue ink that reads 'Josh Morris'.

Josh Morris, PE
Project Manager/Cheyenne Office Manager

T-O ENGINEERS

T-O is a leading multi-discipline civil consulting, planning, and engineering firm with strong expertise in working with municipalities. We have been serving municipalities, local governments, state and federal agencies, water and sewer districts, private companies, and individuals since 1984. We maintain offices in Cheyenne and Cody, Wyoming; Heber City, Utah; Meridian, Boise, Nampa, and Coeur d'Alene, Idaho; and Spokane, Washington. Our company thrives because we have chosen to dedicate the bulk of our practice towards the service of state agencies and local communities. Our more than 185 professional engineers, planners, surveyors, and scientists offer our clients diverse and innovative experience and knowledge. T-O offers the experience and capabilities of a large firm while providing the efficiency and responsiveness of a local company.

Below is a list of some of the municipal services we offer our clients.

- Facility/Master Planning
- Funding Assistance
- Utility Rate Studies
- Surveying
- Irrigation
- Permitting
- Wastewater Treatment
- Water Treatment
- Municipal Water Systems
- Distribution and Collection Systems
- Stormwater Management
- Operations
- Project/Construction Management
- Lift Station/Booster Pump Analysis and Design
- Wastewater Reuse Permitting and Design
- Water Supply Studies
- Ground Water Development
- Energy Conservation
- Aquifer Storage and Recovery
- MS4 Compliance

STEIL SURVEYING SERVICES

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

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

Below is a list of the surveying services they offer.

- Land & Boundary Surveys
- Subdivision Plats & Designs
- Oil & Gas Staking & Surveys
- Site & Subdivision Planning
- ALTA/ACSM Title Surveys
- 3-D Surveys
- Water Rights
- Pipeline & Routes
- Topographic & As-Builts
- FEMA Floodplain Mapping & Elevation Certificates
- Global Positioning Systems (GPS)
- Commercial Site Planning
- Utility Surveys
- Aerial Photo Control
- Architectural
- Cadastral
- Hydrographic
- Statute & Code Compliance Consultation, Expertise, & Project Evaluation
- Unified Development Code
- Laramie County Land Use Regulations
- Wyoming State Statute

T-O ENGINEERS: BY THE NUMBERS



A STAFF OF 185+ PROFESSIONALS



40+ YEARS

OF PLANNING, ENVIRONMENTAL, AND CIVIL ENGINEERING CONSULTING EXPERIENCE



Steil Surveying Services

Professional Land Surveyors & Development Specialists

APPROACH TO PROVIDING SCOPE OF SERVICES

DEVELOPMENT REVIEW

Within T-O we have professionals in a wide range of disciplines who are brought onto the team when the need arises. This approach is an excellent fit for communities, because it allows access to a large number of specialized professionals, while only paying for the services as they are needed. When partnered with T-O, Laramie County will have access to a full team that can provide the following services:

REVIEW OF SITE APPLICATIONS, SUBDIVISIONS, SITE AND DEVELOPMENT IMPROVEMENTS, RIGHT-OF-WAY IMPROVEMENTS, & SUBDIVISION PLAT APPLICATIONS

When T-O provides plan review for new development, we consider ourselves an extension of your staff. We will develop procedures, checklists, and methods for formal responses that are consistent with the County's planning objectives. We will provide a consistent and timely review that your staff can rely on.



To ensure that the needs of Laramie County are always considered first, we are committed to not complete any private development work that will fall under the purview of Laramie County, except for projects in support of a non-profit or economic development agency, such as Cheyenne LEADs.

REVIEW OF HYDROLOGY MAPS & HYDRAULIC CALCULATIONS

At T-O, we have the right personnel to ensure that any hydrology and hydraulics improvements will receive a thorough review. We frequently complete our own projects that require the use of modeling software and application of State and County requirements. As such, we have a thorough understanding of the methods that applicants will utilize in their submittal, allowing T-O to provide technical feedback on applications. We will provide the needed expertise to ensure that public and private storm drain systems comply with State and County requirements.

REVIEW OF ENGINEER'S ESTIMATES

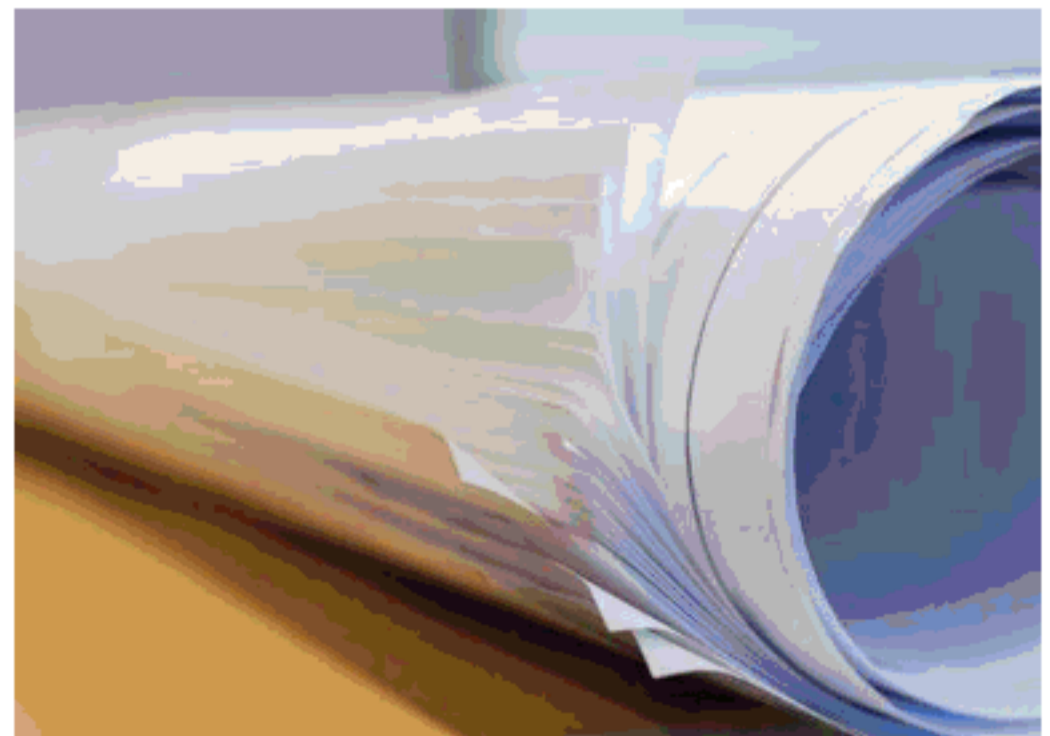
Most of T-O's projects include preparation of a thorough estimate and quantity takeoff. We utilize a two-step process for all estimates we complete in house that includes a quality control review by another engineer. We will institute this same policy to ensure that quantities are accurate, and the estimate is based on current construction prices.

COMMUNICATION WITH PRIVATE DEVELOPERS

One of T-O's primary commitments is communication not only with the County but also to developers. We have experience working with developers and understand the need for timely and thorough reviews for developments. **As such, we are committed to completing these reviews within two weeks and will proactively communicate our comments with developers.** We are ready and willing to ensure that development in Laramie County is a smooth process that will enhance and foster a business-friendly environment in Laramie County.

REVIEW OF NEPA DOCUMENTS, GEOTECHNICAL INVESTIGATIONS, TRAFFIC STUDIES, & SIMILAR ENGINEERING REPORTS

Our in-house services include the necessary personnel to complete most items required for development review. For the services we don't offer, we have experience working with numerous other engineering disciplines and will ensure the right information is included in the reports.



Our environmental team provides a broad range of capabilities and services to deliver the resources needed to review NEPA documents, coordinate with regulatory agencies, and provide support to ensure environmental compliance and commitments are being met. **We are familiar with many aspects of NEPA compliance; local, state, and federal project permitting/coordination; Stormwater Pollution Prevention Plans (SWPPP); Spill Prevention, Control, and Countermeasure (SPCC) Plans; and on-site construction monitoring.** Our goal is to ensure the County remains in compliance with all applicable environmental regulations by involving our environmental professionals.

T-O's transportation planning division has familiarity developing and reviewing traffic impact studies, transportation plans, corridor plans/studies, safety audits, capital plans, and impact fees. Our team has experience with these types of projects serving metropolitan and regional planning organizations, state and local government, federal agencies, and the private sector. **T-O will be able to assist or review any traffic forecasting needs or transportation study.**



PREPARATION OF REPORTS TO THE BOARD REGARDING ENGINEERING ISSUES

We are committed to attending Board meetings at least monthly and more as required. Additionally, we will prepare thorough written reports to ensure that decision makers are provided the correct information to make informed decisions and provide guidance on engineering issues.

FLOODPLAIN MANAGEMENT

REVIEW OF DEVELOPMENT PERMIT APPLICATIONS TO DETERMINE THE PERMIT REQUIREMENTS OF THE REGULATIONS HAVE BEEN SATISFIED

T-O will complete a detailed review of development permit applications to determine if the permit requirements of the regulations have been satisfied. The review notes will document deficiencies and provide necessary feedback for compliance with the permit regulations. The documentation we submit after a review will clearly communicate compliance or deficiency in a respectful and concise manner.

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

T-O understands that permit compliance is a multi layered process where certain permits are required before others may be secured. We understand the process and how to review development permit applications to evaluate if the necessary permits have been obtained from Federal, State, or local governmental agencies.

REVIEW ALL DEVELOPMENT PERMIT APPLICATIONS TO DETERMINE IF THE PROPOSED DEVELOPMENT IS LOCATED IN THE FLOODWAY.

T-O's technical skills enable efficient review of development permit applications to evaluate if the proposed development is in the floodplain or floodway. We understand the hydraulic modeling considerations and necessary documentation for floodway encroachment to evaluate if the encroachment provisions are met.

BASE FLOOD ELEVATION DATA

Many times, the Base Flood Elevation (BFE) is not available because the floodplain is mapped Zone A. In those instances, we are competent with understanding the available flood elevation data and FEMA resources to guide the permit process for proposed new construction, substantial improvements, or other development in Zone A. The process development review we use will help the county to feel confident that the floodplains are administered in accordance with the regulation's Specific Standards.



MAINTENANCE SPECIFICATIONS FOR ALTERED OR RELOCATED PORTIONS OF WATERCOURSES

Hydraulic design and capacity of watercourses may be impacted when they are relocated or altered. We can advise on needed maintenance specifications for watercourse changes so that flood-carrying capacity is not diminished. We can review technical applications with confidence.

F.I.R.M. BOUNDARIES

T-O has an in depth understanding of floodplain maps and can easily interpret the location of projects within the F.I.R.M. boundaries to evaluate if a project is within an Area of Special Flood Hazard.

ASSIST THE COUNTY WITH THE COMMUNITY RATING SYSTEM (CRS) PROGRAM

T-O will assist the County with the Community Rating System (CRS) program. Our full-service firm will compile information and reports needed for compliance purposes with the CRS program. We recognize the value of the CRS program in maintaining the National Flood Insurance Program (NFIP) in your community.

PROJECTS & MISCELLANEOUS NEEDS FOR PUBLIC WORKS

T-O's team is structured around offering a variety of general civil engineering services to our clients. It is for this reason that we are often selected for projects that include multiple phases of design such as survey, utility design, grading, roadways, and coordination with funding agencies.

All plans and drawings will be completed with AutoCAD 2020 and with the assistance of our GIS team we will ensure that all data is provided in a format that integrates with the latest version of ArcGIS. We will also share all design data with Laramie County upon request.

INITIAL PROJECT PLANNING, INCLUDING IDENTIFYING KEY MILESTONES, SCOPE DESCRIPTION & DESIGN, DELIVERY SCHEDULE

T-O prides itself on our approach to project planning and scoping.

We work hard to meet with our clients early on and develop scopes that meet their needs and ensure that we are delivering the correct product. We do this by implementing a project kick-off meeting, drafting a mutually agreeable scope of work, reviewing the scope of work with the client, and setting key milestones to ensure the project meets their needs.

We are committed to preparing detailed scopes and fee estimates for any projects where the fee is estimated to be greater than \$5,000. This will give the County more control over project budget and schedule.

We also use software such as Deltek Vantagepoint and Microsoft Project to track the project budget and schedule. Use of this software allows a real-time review of labor hours and dollars expended to ensure that we remain in budget and can deliver on time.

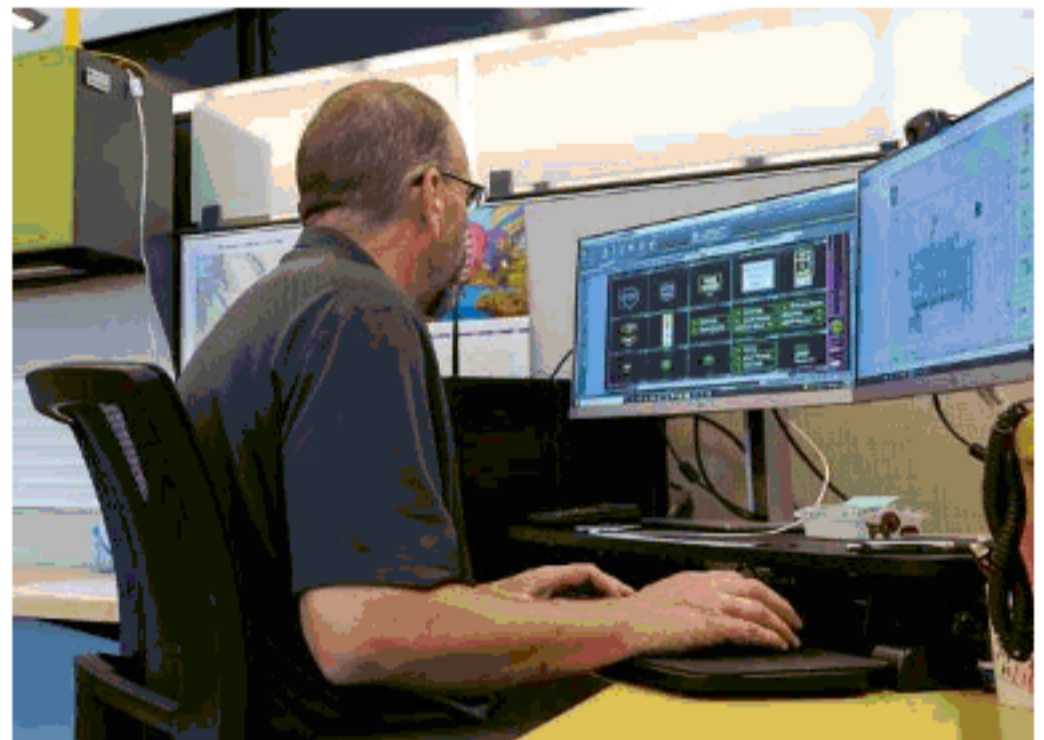
ASSISTING COUNTY STAFF WITH PROJECT DOCUMENTATION FOR DIVISION MANAGER, DEPARTMENT HEAD & BOARD OF SUPERVISOR'S APPROVAL

T-O strives to help our clients achieve success. One way we do this is by becoming an extension of your staff and being responsive to your needs. We will work hard to assist County staff with preparation of needed project documents.

PREPARATION OF TECHNICAL SPECIFICATIONS, PLANS, & BID DOCUMENTS

T-O has a diverse group of professionals with expertise in all aspects of civil engineering. We can handle the full breadth of these projects whether it includes transportation, drainage, structural engineering, environmental compliance, and utilities. We also have a long history of working in Wyoming and are familiar with local practices for design, bidding, and construction.

We will work hard to become familiar with the County standards for preparation of these documents and implement the review of these documents into our QA/QC program to ensure we are compliant with your needs.



BID SUPPORT, CONSTRUCTION ADMINISTRATION, & CONSTRUCTION INSPECTION

T-O is committed to the successful bidding of projects for the County. We work hard throughout the bidding process to create a competitive bidding environment. We do this by contacting bidders and ensuring our plans and project documents are easy to follow.

T-O successfully manages construction inspection and contract administration services on municipal, transportation, and development projects through use of effective quality control measures, on-time scheduling, and productive project coordination.

The T-O construction management/contract administration team is very familiar and experienced with the means, methods, and expectations for successful project control. We know efficient and effective contract administration is realized through inspection of daily construction operations, monitoring the project schedule, coordination of materials testing, and successful communication with Owners, Representatives, and Contractors. T-O has a proven track record of success in each of these administrative areas.

Many of our personnel have both design and construction inspection experience. On every project, T-O compiles a knowledgeable team that brings experience to inspections for all civil, structural, transportation, and geotechnical components of construction. T-O understands that routine and thorough inspections are necessary throughout the construction process. Each T-O construction management team works with contractors during inspections to ensure that work in place meets the required design specifications. T-O's experience, clear communication, and attention to detail throughout the inspection process helps ensure that each project is built to the highest quality and standard of care.

LAND SURVEYING SERVICES

T-O has a full-service survey department, complete with licensed professional surveyors, survey technicians, and GIS specialists providing boundary, platting, topographic, right-of-way, ALTA, and construction surveying, but to ensure timely and cost-effective delivery of services we have teamed with Steil Surveying Services. Steil will be responsible for many of the routine surveys requested by the County, but we will utilize T-O surveyors where additional resources may be required or when our GIS or UAV specialists will provide meaningful value to the County.

SOLICITATION & MANAGEMENT OF SUBCONSULTANTS

T-O has vast experience coordinating a variety of sub-consultants related to materials testing, potholing, geotechnical investigations, and more.

PAVEMENT MANAGEMENT PLAN SUPPORT

T-O understands the needs of maintaining pavement and other infrastructure assets. Through our many years of experience, we have seen pavements fail prematurely due to a lack of maintenance. We know we can achieve much longer useful life through routine, low cost, maintenance projects.

We will work with Laramie County to develop a pavement management plan that is cost effective and will extend the life of County pavements and identify areas where timely maintenance now can avert a costly reconstruction.

We have worked with the City of Cody to complete Pavement Condition Index (PCI) inspections and support numerous Wyoming airports that rely on PCI information to forecast trends and develop capital improvement plans (CIPs) that address pavements before they fail. We also complete at least one if not two or three pavement maintenance projects every year with clients throughout Wyoming.



Beyond pavement management, we have worked with numerous municipalities and counties to develop GIS databases for tracking the conditions of various assets. This includes Hot Springs County where T-O has worked with and continues to support them in developing a GIS database for all County owned roads and bridges.

STRUCTURAL ENGINEERING & DRAINAGE/EROSION CONTROL DESIGN

T-O Engineers offers structural engineering, drainage engineering, and erosion control design. Our structural team regularly designs foundations, retaining walls, and other structures in support of civil engineering projects. Completed projects always account for drainage and erosion control provisions.

PROVIDE GENERAL CURRENT & COMPREHENSIVE PLANNING ASSISTANCE AS NEEDED

T-O can provide current and comprehensive planning assistance as needed. Our team is familiar with many zoning and land use regulations used in communities throughout the northwest, and we can assist the County in drafting proposed changes to these regulations as needed. We are knowledgeable of the Laramie County Comprehensive Plan and can assess development conformance with this plan through the development review process. We can provide timely service that will benefit Laramie County.

Additionally, T-O is part of the team currently updating the Park County Land Use Plan. This illustrates our flexibility to act as a local anchor when large scale projects are being completed and require expertise from outside the local vicinity.

T-O DIFFERENTIATORS

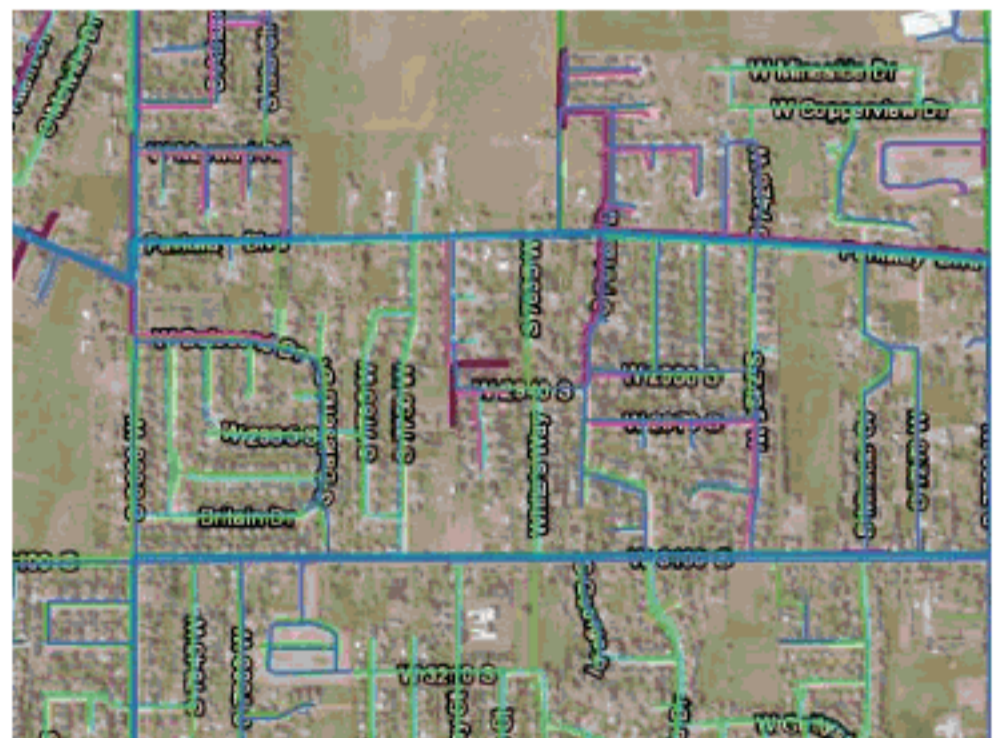
T-O has focused on growing our company to provide a wide breadth of services to our clients. We believe this approach allows us to deliver exceptional customer service by keeping as many tasks in-house as possible. No matter the project, we can efficiently organize a team to meet the needs of Laramie County. **Although these services were not listed in the RFP, we believe they may be of interest to Laramie County.**

DATABASE PROGRAM DEVELOPMENT & GIS INTERFACE & MAPPING

Our Geospatial Team provides GIS services ranging from simple real estate maps to complex online and mobile applications. Whether it's creating asset management dashboards for water districts or displaying as-built plan sets on mobile applications, our GIS Team has the expertise to provide solutions to your geographic questions. From small residential lots to 1,600 acre airports, T-O's Part 107 licensed pilots and data processing team provide high-resolution aerial imagery, 4K videos, topographic surfaces, and a host of other deliverables to meet your projects needs.

CAPITAL IMPROVEMENT PLAN (CIP) PREPARATION:

T-O has a broad depth of experience in preparing CIPs for our clients. We will work in tandem with the County to identify assets that need upgraded and from there develop a CIP. Through our work at many airports, we typically develop CIPs with proper cost estimates for projects within a 20-year horizon. We will bring our expertise and familiarity with Wyoming construction conditions forward to develop a plan that meets the needs of Laramie County and allows for proper planning. We see this as a critical element in gaining the support of County constituents and will allow for more flexibility when asking for specific purpose sales tax funding.



PROJECT SCHEDULING

T-O's experience, combined with our understanding of engineering and construction projects, helps us to effectively organize your projects and ensure timely achievement of your goals. We are experienced in coordinating a variety of complex, interrelated projects over multiple phases and into the necessary construction windows/seasons such that the work is completed as efficiently as possible.

CLERICAL & CONTRACT ADMINISTRATION INCLUDING FINANCIAL REPORTS

T-O is very experienced in assisting communities with contract administration including review of payment applications, change orders, coordination with funding agencies, and grant administration. Our team can provide necessary reporting to the County for specific projects that are in construction, and for planning future projects or capital improvement planning including recommendations on annual funding to meet operation and maintenance targets.

PUBLIC INVOLVEMENT/AGENCY COORDINATION

We have completed multiple projects that required public involvement and agency coordination including transportation, municipal, aviation, and construction projects. This experience with both public involvement and implementation provides us with a strong understanding of how to create a realistic public involvement plan, resulting in a successful project.

DATA COLLECTION, INCLUDING INFRASTRUCTURE ASSETS OR OTHER INFORMATION AS NEEDED

T-O routinely collects, organizes, and utilizes data from a variety of sources. The T-O team understands that poor handling or mis-categorization of data results in poorly formed conclusions. We start most projects by developing a Design Basis Memo that summarizes raw data findings and establishes the same starting point for everyone on the team. Regarding infrastructure and assets, T-O's robust GIS department utilizes software and user interface to constantly improve the County's understanding of their assets and to provide a method for recording and prioritizing information about system components in real time. We are happy to support and compliment any GIS data or capability the County already has.



FUNDING STRATEGIC PLANNING & ASSISTANCE

Strategic planning must be supported by a reasonable funding plan that includes taking advantage of grants when available and leveraging complementary funds to accomplish more with the resources that are available. T-O can assist Laramie County to plan for and apply to various funding resources as projects are prioritized. This effort is almost always competitive, and success is greatly increased by the quality of the application. Our funding specialist, Anna Noble, is thoroughly familiar with the various funding resources.

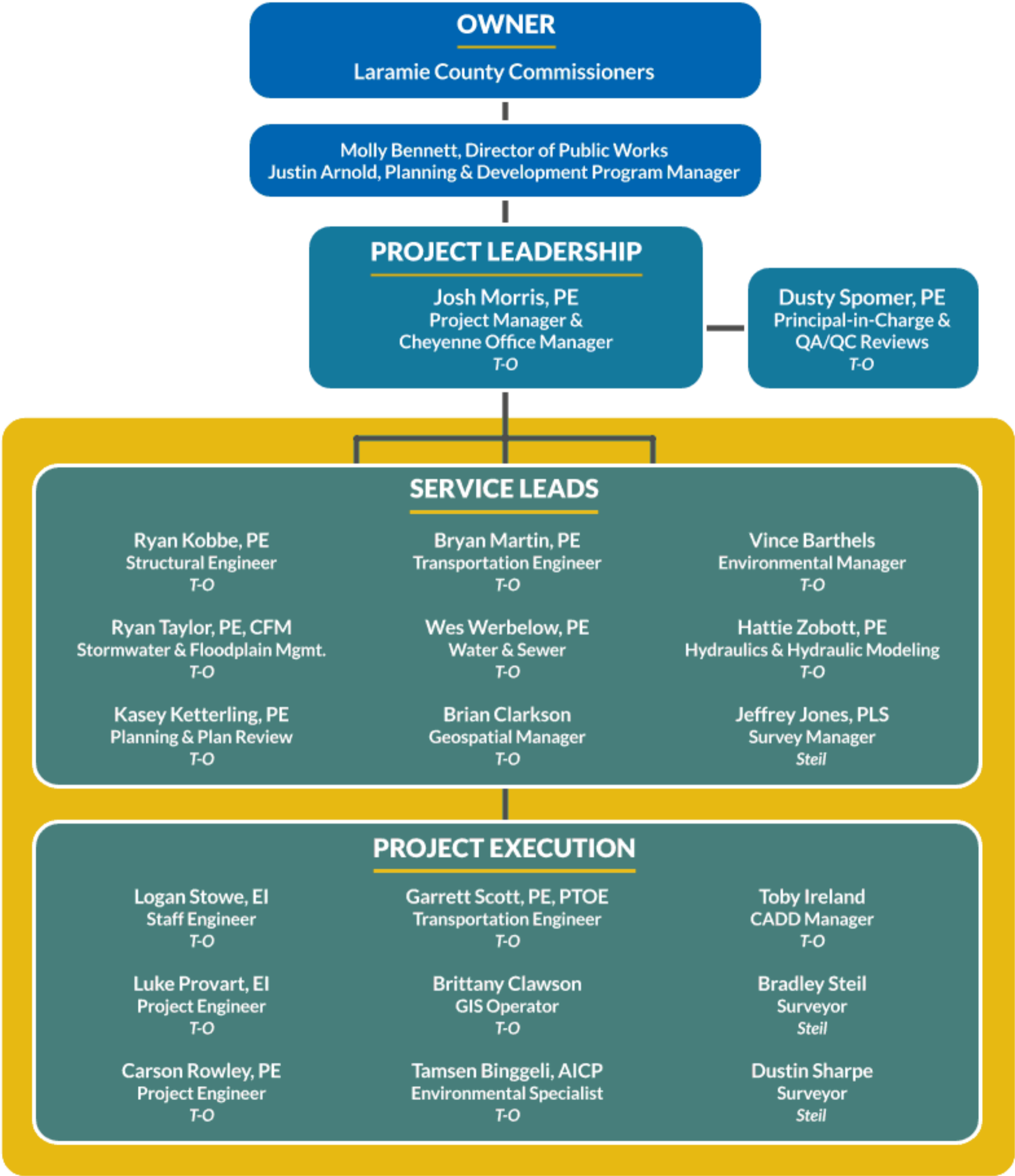
Our broad depth of service groups means that we can provide Laramie County responsive solutions that will ensure proper design and implementation of your capital projects.

“ T-O’s team of Wyoming professionals have far surpassed our expectations. Their dedication to the State and our local community is evident throughout their work. ”

*Devon Brubaker, AAE
Airport Director
Southwest Wyoming Regional Airport*

YOUR PROJECT TEAM

T-O has an experienced and well-qualified team. Following the organizational chart are brief resumes of the team members assigned to your project.





PROJECT MANAGER/CHEYENNE OFFICE MANAGER

JOSH MORRIS, PE

Josh is well versed in utility design, roadway design, aviation engineering, site design, construction inspection, construction administration, and project management. Previously Josh worked for the Wyoming Department of Transportation where his responsibilities included preparing plan drawings and details for highway construction plans, developing project specific bid item summaries, researching as-constructed plans, and assisting with bridge inspections. Josh holds himself to a very high standard in client satisfaction and meeting deadlines.

INDUSTRY EXPERIENCE

- 8 years

EDUCATION

- BS, Civil Engineering, University of Wyoming

CREDENTIALS

- Professional Engineer: WY #16694

RELEVANT PROJECT EXPERIENCE

- Spring Street Waterline - Saratoga, WY
- Phifer Airfield Water, Sewer, Utilities - Wheatland, WY
- Rawlins Municipal Airport Runway 4-22 Rehabilitation - Rawlins, WY
- The Landing 55 Lot Residential Subdivision - Cody, WY
- Hot Springs County Memorial Hospital Expansion - Thermopolis, WY
- City of Cody Pavement Condition Index Inspections - Cody, WY
- Town of Greybull Levee Construction Administration - Greybull, WY
- Vernal Regional Airport Runway Demolition, RSA Grading, and Drainage - Vernal, UT



PRINCIPAL-IN-CHARGE & QA/QC REVIEWER

DUSTY SPOMER, PE

Dusty has 24 years of experience providing solutions for a broad spectrum of civil engineering challenges, including airports, transportation, commercial and residential development, drainage, materials and environmental engineering, water/wastewater systems, and geotechnical engineering. He is known for his exceptional skill in facilitation of public meetings and drawing information out of various constituent groups involved in projects. This provides great value to project owners in developing broad community buy-in. Dusty understands that your perception is reality. He will allocate resources and make proper decisions for your projects based on your needs and your vision. Dusty requires close communication and accountability from both himself and his staff. He is committed to attend all project related meetings.

INDUSTRY EXPERIENCE

- 24 years

EDUCATION

- BS, Civil Engineering, University of Nebraska - Lincoln and Omaha

CREDENTIALS

- Professional Engineer: WY #9483

RELEVANT PROJECT EXPERIENCE

- Southwest Wyoming Regional Airport Taxiway A Reconstruction - Rock Springs, WY
- Southwest Wyoming Regional Airport Commercial Terminal Modernization & Expansion - Rock Springs, WY
- Hulett Municipal Airport Runway 13-31 Lighting System Replacement - Hulett, WY
- Shoshoni K-12 New School Campus - Shoshoni, WY
- Homestead Industrial Park - Powell, WY
- Cody-Powell Highway Expansion - Park County, WY
- Buffalo Bill State Park Pavement Maintenance - Cody, WY



INDUSTRY EXPERIENCE

- 20 years

EDUCATION

- MS, Civil Engineering, Washington State University
- BS, Architectural Engineering, Structural Emphasis, University of Wyoming

CREDENTIALS

- Professional Engineer: WY #12361

STRUCTURAL ENGINEER

RYAN KOBBE, PE

Ryan has 20 years of engineering and construction experience in a variety of professional settings including consulting, research (national laboratory and university), heavy civil/commercial construction, and academia. Through these experiences, he is known to be a versatile problem solver with a proven track record of production and performance. As a licensed civil/structural engineer, he has design and analysis experience in a variety of areas, including structural steel, concrete, masonry, piping, and pressure vessels. Ryan has well developed leadership, management, organizational, and conflict management skills. As an outgoing and client focused team member, he operates efficiently in fast-paced and demanding environments.

RELEVANT PROJECT EXPERIENCE

- Clear Creek Rehabilitation & Fish Passage - Johnson County, WY
- Wood River Bridge Replacement - Meeteetse, WY
- Deer Valley Hillsboro Upgrade - 360,000 Gallon Water Tank - Boise, ID
- Eagle Family Foods Wastewater Treatment Plan Upgrade - El Paso, TX
- Pitman Farms Wastewater Treatment Plant - Moroni, UT
- Hain Celestial Group Equipment & Tank Foundations - Mountville, PA
- Criteria for WYDOT Culvert Selection Policy - Cheyenne, WY*
- Homestake Dam & Reservoir Maintenance & Repair - Red Cliff, CO*

**Completed with prior employer*



INDUSTRY EXPERIENCE

- 19 years

EDUCATION

- MS, Civil and Environmental Engineering, Colorado State University
- BS, Civil Engineering, Colorado State University

CREDENTIALS

- Professional Engineer: WY #16509
- Certified Flood Plain Manager
- Registered SWPPP Inspector & Preparer

STORMWATER & FLOODPLAIN MANAGEMENT

RYAN TAYLOR, PE, CFM

Ryan has 19 years of municipal engineering experience, with expertise in master plans, modeling, and MS4 compliance. He excels in managing projects such as scoping, funding, economic and feasibility analysis, modeling, design, and specifications, permitting, NEPA documentation, bidding construction management, and compliance. Ryan has managed numerous master plans and rate studies. He currently serves as the town engineer for the Town of Daniel, UT as well as the district engineer for the North Fork Special Service district, Daniel Irrigation Company, and Wasatch County. With Ryan's understanding of water system modeling, piping, storage pumping, and programming, he can work well with various team members and provide alternatives to ensure the best possible solution is used. The Utah Division of Drinking Water Energy Savings Handbook of 2014 includes energy saving contributions from Ryan.

RELEVANT PROJECT EXPERIENCE

- Town Engineer - Daniel, UT
- North Fork Special Service District, District Engineer - Sundance, UT
- Daniel Irrigation Company, District Engineer - Daniel, UT
- Wasatch County, County Engineer - Heber City, UT
- Daniel Irrigation Company Irrigation & Piping - Daniel, UT
- North Fork Special Service District 4MG Water Tank - Provo Canyon, UT
- New Mount Carmel Monastery - Meeteetse, WY
- Utah Youth Village Water System - Salt Lake City, UT



PLANNING & PLAN REVIEW

KASEY KETTERLING, PE

Kasey has 19 years of experience in municipal engineering. Kasey has served as City/County Engineer for several communities throughout Idaho and Oregon. As City/County Engineer, he obtained extensive experience in all aspects of municipal engineering including water, sewer, and transportation projects. Kasey has significant experience in funding applications, administration of loans and grants, planning and code development, regulations, development review, permitting, and coordinating with the public.

RELEVANT PROJECT EXPERIENCE

INDUSTRY EXPERIENCE

- 19 years

EDUCATION

- MS, Structural Engineering, Idaho State University
BS, Civil Engineering, Idaho State University

CREDENTIALS

- Professional Engineer: WY #pending ID #12246

- City Engineer - Parma, ID
City Engineer - Donnelly, ID
City of Parma Wastewater Treatment Plan - Parma, ID
Twin Falls Grandview Trunk Main - Twin Falls, ID
Eagle Island State Park Water & Sewer Design - Eagle, ID
Eagle Sewer District Force Main (Phases 1-4) - Eagle, ID
Nampa Aerial Sewer - Nampa, ID
Midway Park - Nampa, ID
Avimor Wastewater Planning Studies - Eagle, ID
Idaho Military Division, Master Planning & Site Improvements - Boise, ID
Former Idaho City Engineer - Idaho City, ID
Former Payette County Engineer - Payette County, ID



TRANSPORTATION ENGINEER

BRYAN MARTIN, PE

Bryan has 28 years of engineering experience, with 17 years as a consultant in the private sector and 10 years in the public sector at ITD and LHTAC. His past experience includes hands-on project management, design, and construction experience in roadway transportation, water and wastewater, and floodplain development. His geotechnical background allowed him to gain extensive materials testing and inspection experience in the field and the laboratory. He was a design engineer and project manager for multiple ITD roadway and bridge projects.

RELEVANT PROJECT EXPERIENCE

INDUSTRY EXPERIENCE

- 28 years

EDUCATION

- BS, Geological Engineering, University of Idaho

CREDENTIALS

- Professional Engineer: WY #pending ID #9416

- SH-53, Hauser Lake Rd to Bruss Rd - Kootenai County, ID
SH-44, Star Road to SH-16 - Ada County, ID
Bike/Pedestrian Bridge over Boise River - Eagle, ID
Beech/Chestnut St Reconstruction - Genesee, ID
Cove Road Bridge - Washington Co, ID
SH-55, Cascade Passing Lanes - Cascade, ID
US-95, Elk Lake Road Turn Bay - Riggins, ID
US-95, Cambridge North to Weiser River Bridge - Cambridge, ID
SH-71, Cambridge to Jct. US-95 - Cambridge, ID
US-93, Twin Falls to Filer - Twin Falls, ID



INDUSTRY EXPERIENCE

- 9 years

EDUCATION

- MS, Civil Engineering, University of Wyoming
- BS, Civil Engineering, University of Wyoming

CREDENTIALS

- Professional Engineer: WY #15996

WATER & SEWER

WES WERBELOW, PE

Wes has worked on a wide variety of civil projects in both aviation and municipal. He has worked as the Project Manager lead design engineer for projects ranging from runway reconstruction/rehabilitations, large apron reconstruction projects, complete airfield lighting replacement projects, all the way to large site designs and new street designs. Wes has experience in project engineering, construction administration and inspection, and surveying, with a strong background in transportation engineering.

Wes takes pride in listening to his clients and their needs and created a cost effective solution bringing those needs to reality. He understands the value in clear and constant communication on a day-to-day basis.

RELEVANT PROJECT EXPERIENCE

- Wyoming Game and Fish New Cody Regional Office - Cody, WY
- Black Mountain Road Reconnaissance Report - Hot Springs County, WY
- Yellowstone National Park Lake Lodge Cabins Renovation - Yellowstone National Park, WY
- Sunset Development - Cody, WY
- Cougar Avenue Street Design - Cody, WY
- PCSD #6/Musser Waterline Extension - Cody, WY
- Casper/Natrona County International Airport Parkway Rehabilitation - Casper, WY
- Southwest Wyoming Regional Airport BLM SEAT Base - Rock Springs, WY
- Southwest Wyoming Regional Airport Replace Airport Fueling System - Rock Springs, WY



INDUSTRY EXPERIENCE

- 18 years

EDUCATION

- MS, Geography-Earth Systems Science, University of Buffalo
- BA, Mathematics, University of Buffalo
- Cadastral Surveying Certificate, University of Wyoming

GEOSPATIAL SERVICES MANAGER

BRIAN CLARKSON

Brian serves as T-O's Geospatial Services Manager focusing on managing the GIS team through projects, such as Airport Airspace Analysis (AAA) Surveys and Airport Layout Plans (ALP). He has been responsible for migrating T-O's ALPs to a GIS environment using the data developed from AAA surveys and has developed sophisticated GIS models for Part 77 Obstruction and Profile Analysis.

Brian's 18 years of experience includes planning and managing a field crew in the collection of boundary and topographic measurements for survey/engineering projects, serving as technical lead and manager of the remote sensing division, managing projects for Airports GIS and Airport Layout Plans, GIS database and model development, managing and creating online GIS applications, and presenting project results at conferences and public meetings.

RELEVANT PROJECT EXPERIENCE

- Plain City Salt Mines, Aerial and Terrestrial Scan Monthly Survey - Plain City, UT
- Hot Springs County GIS Services - Hot Springs County, WY
- Park County GIS Needs Assessment - Park County, WY
- Park County Landfills, Aerial Survey - Park County, WY
- Magna Water District GIS Services - Magna, UT
- Airport Airspace Analysis Surveys, Planimetrics and Obstruction Analysis - CO, IA, ID, NV, UT, WA, WY



ENVIRONMENTAL MANAGER

VINCE BARTHELS

Vince's resume includes 22 years of project management experience in NEPA documentation, biological investigations, wetland delineations and mitigation plans, and environmental permitting. He is also a City Council member for City of Cheney, WA. Vince participates in both the Public Works and Public Safety subcommittees. He is very passionate about understanding aquifer/ water quality issues and promoting policies and programs that support Cheney's guiding principle of Water for Tomorrow. Vince is a true leader through and through. It didn't take long after he began his career at T-O Engineers for him to become our Environmental Services Manager, as well as our Spokane Office Manager.

INDUSTRY EXPERIENCE

- 22 years

EDUCATION

- MA, Masters in Public Administration, Eastern Washington University
- BS, Environmental Biology, Eastern Washington University

CREDENTIALS

- Qualified Airport Wildlife Biologist
- Qualified Wetland Specialist

RELEVANT PROJECT EXPERIENCE

- WYDOT Black Mountain Road - Hot Springs County, WY
- FHWA - Bigelow Gulch EA Updates - Spokane County, WA
- Sandy Beach Community Dock - Liberty Lake, WA
- Pullman-Moscow Regional Airport Environmental Assessment & Public Involvement - Whitman County, WA
- Newman Lake Water Quality Testing and State of the Lake Report - Newman Lake, WA
- Sandpoint Airport Wildlife Hazard Assessment - Sandpoint, ID
- West Plains Public Development Authority Wetland Bank Prospectus and Inventory - Spokane, WA
- Love's Travel Stops - Moses Lake, WA



HYDRAULICS & HYDRAULIC MODELING

HATTIE ZOBOTT, PE

Hattie has 11 years of extensive experience with interdisciplinary water resources projects. Hattie's permitting project work includes water right applications and transfers through Idaho Department of Water Resources (IDWR), flood studies for floodplain development permits in cities and counties, Letters of Map Change (LOMC) for FEMA, stream channel alteration permits with IDWR, lake encroachments with Idaho Department of Lands (IDL), and 404 permits with the USACE. She has completed hydraulic designs and specifications for construction of fish passages, recharge diversions, flood diversions, ponds, pipelines, pump stations, wells, and measurement devices. Hattie's expertise in working with a variety of disciplines and projects makes her an asset to our team.

INDUSTRY EXPERIENCE

- 11 years

EDUCATION

- MS, Civil Engineering, University of Idaho
- BS, Mechanical Engineering, University of Idaho

CREDENTIALS

- Licensed Professional Engineer: WY #pending ID #16715

RELEVANT PROJECT EXPERIENCE

- River District Bank Stabilization, Cascade, ID
- Little Gulch Flood Study, Eagle, ID
- Raft River Watershed Plan-EA, Malta, ID
- Fish Barrier; Trout Unlimited, North Fork of Escalante, CO
- Bigelow Gulch Stream Relocation Project, Spokane County, WA
- Shady Slope Bridge Bank Stabilization, Spokane County, WA
- Bridge Scour Evaluation Idaho National Laboratory, Idaho Falls, ID
- City of Twin Falls, South Well, Twin Falls, ID
- South Pressure Zone, Filer, ID
- Industrial Wastewater Pond Seepage Test, Malta, ID



SURVEY MANAGER



JEFFREY JONES, PLS

Jeffrey has 31 years experience in all types of land, GPS, construction, and topographic surveying. He is known for his knowledge of GPS systems and procedures, as well as the practical uses and definitions of multiple coordinate systems and error analysis and corrections. Jeffrey has been a survey crew chief performing control surveys, boundary surveys, and mapping surveys within the State of Wyoming, the State of Colorado, the City of Cheyenne, and F.E. Warren Air Force Base.

RELEVANT PROJECT EXPERIENCE

INDUSTRY EXPERIENCE

- 31 years

EDUCATION

- BS, Forest Engineering, Oregon State University
- AS, Forestry, Northwest College

CREDENTIALS

- Licensed Professional Surveyor: WY #5910
CO #37920

- City of Cheyenne Easement & Right-of-Way Survey - Cheyenne, WY
- City of Cheyenne Aerial Photo Control - Cheyenne, WY
- City of Cheyenne Parking Garage Boundary & Topographic Survey - Cheyenne, WY
- Walmart Stores Land, Boundary, & Construction Survey - Cheyenne, WY
- Menard's Company Boundary, Platting, & Topographic Surveys, & Construction Staking - Cheyenne, WY
- The Pointe, LLC 300 Acre Residential Subdivision - Cheyenne, WY
- Edwards Development 250 Acre Saddle Ridge Subdivision & Infrastructure - Cheyenne, WY
- US West/Qwest Communications Right-of-Way Exhibits - Southeast, WY
- Lummis Livestock Company Water Rights Survey - Laramie County, WY



STAFF ENGINEER

LOGAN STOWE, EI

Logan has three years of professional consulting experience for both public and private clients. He is well versed in site design, utility design, drainage analysis, permitting, estimating and construction oversight. Prior to being a consultant, Logan had the opportunity to work as a construction materials technician as well as a survey technician. His experience makes him a well-rounded engineer to deliver a holistic perspective to the clients he works with.

RELEVANT PROJECT EXPERIENCE

INDUSTRY EXPERIENCE

- 3 years

EDUCATION

- BS, Civil Engineering, University of Wyoming

CREDENTIALS

- Certified Engineer Intern

- Robinson Storage Facility - Cody, WY
- Town of Lusk Phase I Street & Utility Improvements - Lusk, WY
- Evers Boulevard Reconstruction - Cheyenne, WY*
- Carlson Ditch Improvements - Medicine Bow National Forest*
- Pointe Plaza Site Plan - Cheyenne, WY*
- Pointe Commons Site Plan - Cheyenne, WY*
- Cheyenne Prosser Subdivision - Cheyenne, WY*
- Meadowlark Estates Drainage Study - Cheyenne, WY*
- Ralls Floodplain Analysis - Larimer County, CO*
- The Ranch Equine Center Utilities - Larimer County, CO*

**Completed with prior employer*



LUKE PROVART, EI | PROJECT ENGINEER T-O ENGINEERS

Years of Experience: 8 **Education:** MS, Mechanical Engineering, University of Wyoming (*in progress*); BS, Energy Systems Engineering, University of Wyoming **Registrations:** Certified Engineer in Training **Bio:** Luke Provart has professional experience in both Civil Engineering and Land Surveying. He has worked in field operations, design, and project administration on a variety of projects including subdivisions, PLSS boundary work, construction staking, GIS, municipal, and transportation engineering projects. Exposure to construction activities through resident project representative (RPR) inspection activities have greatly increased Luke's project administration abilities on large construction projects, including slope stabilization, highway/aviation embankment formation, large asphalt production activities, storm and sanitary sewer structures, earthwork balancing, utility installations, and a wide variety of materials testing.



GARRETT SCOTT, PE, PTOE | TRANSPORTATION ENGINEER T-O ENGINEERS

Years of Experience: 5 **Education:** BS, Civil Engineering, University of Texas at Austin **Registrations:** Professional Engineer: WY #18664; Professional Traffic Operations Engineer (PTOE) #5202; WYDOT Local Public Agency (LPA) Certified **Bio:** Garrett has five years of professional experience in the development of transportation PS&E, producing and reviewing traffic impact analyses (TIA), microsimulation and traffic modeling, feasibility studies, and traffic signal warrant studies for public and private clients. His transportation PS&E experience includes horizontal and vertical improvements for roadways, intersection design, traffic signals, sidewalks, curb ramps, and signage and striping. Garrett is proficient in drafting software Microstation and AutoCAD, as well as traffic analysis software including Synchro, HCS, PTV Vissim and Visum, Tru-Traffic, and SIDRA.



BRITTANY CLAWSON | GIS OPERATOR T-O ENGINEERS

Years of Experience: 8 **Education:** AAS, Drafting Technology, Northwest College; Certificate, Civil/Architectural/Mechanical Drafting, Delta-Montrose Technical College **Bio:** Brittany is experienced in civil engineering drafting, processing remote sensing imagery, developing attributes for Airports GIS, and designing online GIS applications. She is skilled in Esri GIS mapping software, Pix4D photogrammetry software, and AutoCAD Civil 3D design software. Brittany plays a major role in creating Airport Layout Plans and has been instrumental in helping establish company-wide GIS standards for Airport Layout Plans to ensure quality deliverables. She also assists with land surveying needs and construction inspections. Previously, she honed her drafting skills while working on irrigation system design and design of oil field tools.



TAMSEN BINGGELI, AICP | ENVIRONMENTAL SPECIALIST T-O ENGINEERS

Years of Experience: 15 **Education:** MS, Environmental Science, University of Idaho; BBA, International Business, Boise State University **Registrations:** American Institute of Certified Planners (AICP) **Bio:** Tamsen has over 15 years of experience in environmental planning, permitting, and resource evaluation. She specializes in National Environmental Policy Act (NEPA) compliance and has prepared and managed numerous biological assessments (BA), environmental assessments (EA), categorical exclusions (CATEX), and environmental documents that satisfy the Endangered Species Act (ESA), Migratory Bird Treaty Act (MBTA), Clean Water Act (CWA), and other federal regulations. Tamsen is an expert at conducting wetland delineations, functional assessments, 404(1)b alternatives analysis, Section 404 permitting, and mitigation planning.































































TOBY IRELAND | CADD MANAGER T-O ENGINEERS

Years of Experience: 20 **Education:** BS, Industrial Technology, Black Hill State University; AAS, Drafting and Design, Central Wyoming Community College **Registrations:** Autodesk Certified Professional in AutoCAD **Bio:** Toby has 20 years of experience in the drafting and design field. His experience includes educational training, work in the industrial manufacturing field, and work in the civil engineering field. Toby's responsibilities include using AutoCAD in conjunction with AutoCAD Civil 3-D design software to develop plans for Civil Engineering projects. Toby's duties include ensuring that CADD deadlines are met, ensuring CAD standards are met, and providing quality control review of production drawings.

PROJECT EXPERIENCE & REFERENCES

Below is a table and on the following pages is a list of our relevant project experience covering the categories detailed in the RFQ. Our references provide the best proof to our ability to perform high quality work and control costs. We encourage you to contact all of our references who we have provided services to.

Client	Development Reviews	Floodplain Management	Design Services	Reference
City of Lander, WY				Lance Hopkin, Public Works Director 307.332.3956
Park County, WY				Brian Edwards, Public Works Director 307.527.8523
Hot Springs County, WY				Tom Ryan, Commissioner 307.921.1212
City of Cody, WY				Philip Bowman, Public Works Director 307.527.3481
Town of Daniel, UT				Mike Duggin, Former Mayor 435.671.6196
Town of Hideout, UT				Phil Rubin, Mayor 435.659.4739
Town of Interlaken, UT				Bart Smith, Town Clerk 435.565.3812
Wasatch County, UT				Doug Smith, Planning Director 435.657.3205
Park City, UT				John Robertson, City Engineer 435.615.5075
North Fork Special Service District - Sundance, UT				Steve Minton, Board Chairman 801.376.0737
Twisp Municipal Airport - Twisp, WA				Bob Wagner, Airport Manager 360.739.4430
Northeast Public Development Authority - City of Spokane, WA				David Guthrie, Executive Director 509.992.0551
City of Airway Heights, WA				Kevin Anderson, Public Works Director 509.244.5429
S3R3 (West Plains Public Development Authority) - Spokane, WA				Todd Coleman, Executive Director 509.607.6556
Spokane County Public Works Department - Spokane County, WA				Marianne Barrentine, Environmental Project Manager 509.477.7443
City of Eagle, ID				Bill Vaughan, Planning & Zoning Administrator 208.939.0227
Eagle Sewer District - Eagle, ID				Lynn Moser, General Manager 208.939.0132
City of Parma, ID				Angie Lee, Mayor 208.722.5138
City of Fruitland, ID				Jerry Campbell, Public Works Director 208.452.4421
City of Donnelly, ID				Lori Clemens, Clerk 208.325.8859
Avimor, ID				Sarah Martz, Planning 417.230.1023
City of Nampa, ID				Jeff Barnes, Public Works 208.468.4493
City of Middleton, ID				Bruce Bayne, Public Works 208.585.3133
City of Idaho Falls, ID				Carl Utter, Wastewater Foreman 208.612.8476
City of Twin Falls, ID				Robert Bohling, Water Superintendent 208.736.1540
Cave Bay Community - Worley, ID				Jeremy Polk, Director 509.570.6969
City of Post Falls, ID				John Beacham, Public Works Director 208.457.3374
City of Dover, ID				Bill Strand, Council President (former) 208.596.1492

LANDER 1ST STREET IMPROVEMENTS LANDER, WY

We are currently assisting the Town of Lander with improvements along 1st Street which include water and sewer replacement; sidewalk and curb and gutter replacement; as well as a mill and overlay of the existing roadway. Phasing and traffic control are given special consideration in order to maintain access to not only residential areas, but to minimize the downtime of users on city utilities. T-O is in the final design stage of this project and plans to oversee construction on the project once it is bid.

CITY OF CODY PCI CODY, WY

About 8 years ago, the City of Cody completed PCI inspections on its entire network of approximately 100 miles of city streets. From the PCI inspections, the City prioritized maintenance and capital improvement projects. In 2016, the City hired T-O to perform physical pavement inspections on approximately 25 miles of city streets per year using Pavement Condition Index Surveys (ASTM D6433). The inspections are used to see deterioration of pavements and update their current PCI database. T-O successfully completed the 2016 project ahead of schedule and under budget. The city rehired T-O to repeat the process on another 25 miles of streets in 2017 and in 2018. The projects were completed ahead of schedule and on budget. This same experienced team will be available for your project.

CITY OF CODY 1 MILLION GALLON PRESTRESSED CONCRETE WATER TANK CODY, WY

The City of Cody Water Tank project is currently ongoing and consists of designing and constructing a new 1 Million Gallon Water Tank located on Beacon Hill. The tank was designed and bid to give the contractor the option to build a concrete cast-in-place water tank or pre-stress concrete water tank. This approach allowed more contractors to bid on this work, resulting in more competitive bids and lower costs for the City of Cody. This project also included the design and construction of a pressurized water system and pump station to fill the new tank. The new pump station taps into the Shoshone Municipal Pipeline, providing a second water tap source to the City of Cody. Overall, the design and construction of this project will enhance the water storage for the City, provide better pressures and flows to the east side of the City, and provide redundancy to the potable water system. The new tank and water system improvements were designed to allow for the City of Cody to have the option to take the other Shoshone Municipal Tap or the existing 2 Million Gallon Water Tank offline for maintenance. T-O created a team to cover all aspects of this WWDC funded project for the City of Cody, including extensive topographic and boundary surveys, easement acquisition, numerous project meetings, design, and construction inspection.



BRIDGE FQV REPLACEMENT CODY, WY

In March 2016, Park County Public Works Department reached out to T-O to provide a scoping report with recommendations for the replacement of Park County Bridge FQV, located at the intersection of Park County Road 6QS and Beverly Drive in Cody, Wyoming.

Based on recommendations from the scoping report, T-O completed the design to replace the bridge with a pre-cast concrete bridge, evaluate hydraulics, and assess the adjacent intersection grading and sight triangles. The project included several complications that needed to be considered during construction. First, the bridge was the only access for the residents that lived on Beverly Drive. Access during construction was provided by constructing a temporary earthen berm across the canal



through the existing County right-of-way and through temporary construction easements with adjacent landowners. Second, the project crossed the Cody Irrigation Canal and interruption of irrigation water was not allowed. As a result, construction had to be completed outside of irrigation season between October 15 and April 1.

Use of the recommended pre-cast concrete structure allowed for construction to be completed in a timely fashion and the majority of construction work was completed by Park County Road and Bridge personnel. T-O completed construction staking and provided construction administration and inspection.

WOOD RIVER BRIDGE REPLACEMENT PARK COUNTY, WY

T-O was selected by the Park County Board of County Commissioners to complete the abutment design, surveying, and QA Inspection for Bridge DDO on County Road 4DT spanning the Wood River southwest of Meeteetse, Wyoming. This project replaced an aging two-span prestressed concrete structure with a single-span modular bridge.

T-O worked closely with True North Steel (bridge design and fabrication), Rimrock Engineering (geotechnical investigation), and the Park County Public Works Department (alignment, hydraulics, permitting, and construction) on this project. This project was paid for with CARES Act relief funding. This "shovel-ready" project was completed summer 2021.



BLACK MOUNTAIN ROAD HOT SPRINGS COUNTY, WY

Our team has worked with Hot Springs County on this project since 2014. The first two phases of the project were aimed at determination of the need for reconstruction of the 8.6-mile section of this Major Arterial in Hot Springs County. The second phase involved determination of all factors affecting the project, resulting in a preliminary design and budget report. The team worked through development of several alternatives as well as a do-nothing option. Alternatives considered traffic, geometry, crash data, pavement condition, and other relevant factors using publicly available data and observations of current conditions. Alternatives were presented to the Steering Committee and the general public through a series of Public Meetings facilitated by Dusty Spomer. The study included evaluation of funding options as well. A preferred alternative was determined and presented to the public in a final presentation and report.

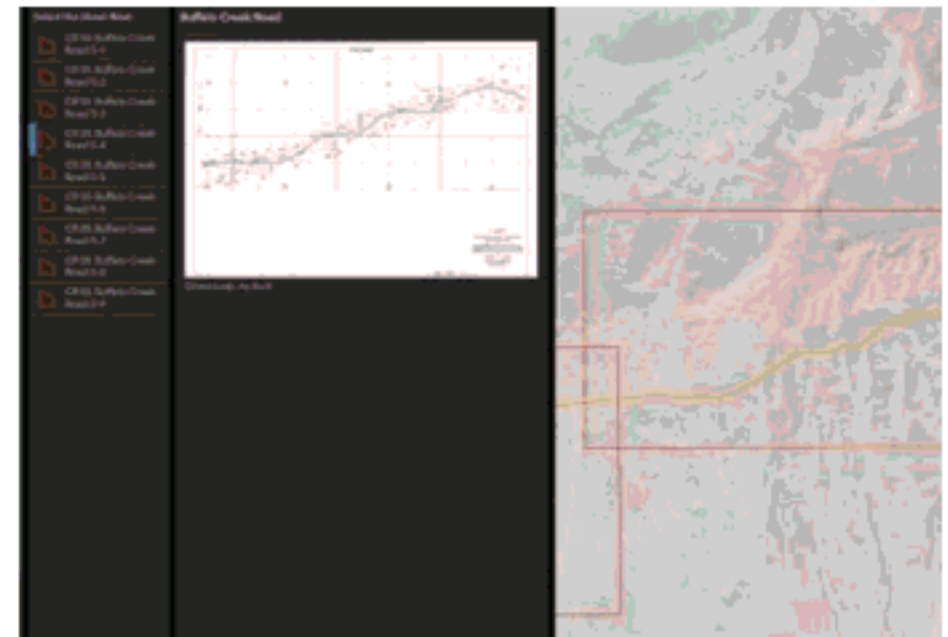


The selected approach was chosen to raise the level of safety for travelers of the corridor to modern standards, provide all weather access for all users and a secondary access into the Big Horn Basin, and deliver the most cost-effective solution for providing the transportation facility necessary to meet the strategic needs of Hot Springs County. Multiple public meetings were held throughout this phase of the project.

Hot Springs County Commissioners and T-O recently wrapped up securing the funding for the project. T-O worked closely with Hot Springs County and WYDOT to assemble an agreement for the project to receive Commission Road Improvement Program (CRIP) funds. The agreement was executed in October 2021 and provides design and construction funds for the majority of the project. We were recently selected to design the project and oversee construction.

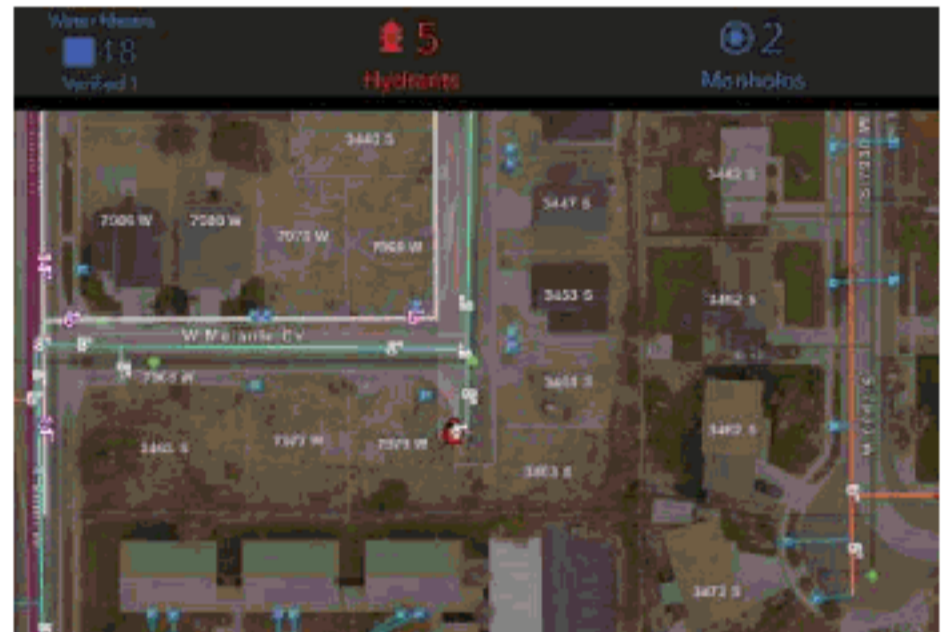
HOT SPRINGS COUNTY GIS SERVICES HOT SPRINGS COUNTY, WY

Beginning in 2019, T-O has been working with Hot Springs County in developing a GIS database to manage their Road and Bridge assets for all county-maintained roads and features. Existing as-built documents, historical Records of Survey, road dedications, and other maps were digitized and geo-located to their corresponding roads. T-O uploaded feature information and scanned copies of the documents to a secure online storage site that was used to create online mapping applications for easy access by County Public Works and consultants to use. Specialized databases were developed for mobile data collection for recording and maintaining road features. This information has been used to identify potential issues in the county road network, such as right-of-way disputes with landowners or road surface quality issues identified by WYDOT or Public Works employees. T-O continues to work with county officials to improve accessibility and completeness of Road and Bridge records for future road work projects as well as extending the GIS development to other departments within the county for the upcoming fiscal year.



MAGNA WATER & SEWER DISTRICT GIS SERVICES MAGNA, UT

T-O's staff worked with Magna Water and Sewer District to convert their old AutoCAD and paper maps into an integrated GIS system. The multi-year project required the sub-meter accuracy surveying of over 13,800 points which were converted to nine GIS layers, followed by developing various schemas to import the survey data (.CSV files). Various schemas were also developed to import numerous AutoCAD drawing formats and portions of the network were manually drawn between survey points using papers as-built drawings. Where available, the project as-built drawings were scanned and linked to the specific asset. With these links, field and office staff can now reference the historic documents in seconds instead of digging through the old drawing vault.



SPRING AVENUE WATER LINE REPLACEMENT & STREET RECONSTRUCTION SARATOGA, WY

T-O is working with the Town of Saratoga on a water line and street reconstruction project. The project includes replacing 1,600 feet of water line and services along Spring Ave; reconstructing the street to improve drainage; and updating, extending, and replacing sections of storm sewer; and identifying additional utilities to replace or upgrade. The Town elected to use a construction-manager-at-risk (CMAR) delivery method instead of traditional design-bid-build to allow for greater flexibility in the construction schedule. T-O worked with the Town to develop the request for qualifications (RFQ) for CMAR selection. T-O is now working with selected CMAR firm to complete the design. Since the project is close to downtown, the project also includes coordination with many local businesses, homeowners, fire department, and an elementary school to ensure that construction impacts can be minimized as much as possible.

PARK CITY ENGINEERING SERVICES PARK CITY, UT

In October 2018, T-O was contracted to serve as the acting City Engineer while the community conducted a search to find a full-time staff engineer. We served as the acting city engineer until December 2019 with a physical presence in city hall at least three days per week. Even now, we continue to provide day-to-day services to support the in-house engineering team including reviewing all development plats, subdivisions, and building permits. T-O is also finalizing an update to city standards and working with other city offices to complete a number of ordinances that were started during our time as City Engineer. While in the City Engineer role we oversaw numerous roadway and utility projects from design to close out as well as the initial redevelopment of the Park City Mountain Resort base.

T-O ENGINEERS

One of the major back logs when we started as the City Engineer were building permits and plats. We developed detailed and efficient check lists to allow different staff to provide consistent review comments quickly, while working with the applicant to resolve comments and move projects forward.

For subdivision and plat reviews we utilized a similar process to review the subdivision designs, including an interactive GIS database to better understand how the proposed subdivisions related to each other. In many cases we were able to identify conflicts and create better connectivity of roads, utilities and trails between developments. To ensure plat reviews were completed in a timely and quick manner, we utilized our survey staff to check boundaries and closures and EIT's to verify the plat matched the development approvals.



WASATCH COUNTY ENGINEERING SERVICES HEBER CITY, UT

T-O has been serving as the county engineer since early 2018. Working with the planning department, we currently review land development submittals for the Jordanelle Basin, and other parts of the county. As these projects begin construction, T-O will be providing inspection and construction oversight services of these projects. In addition to providing plan review, T-O is working with the council to update county development codes and construction standards. Updated codes include roadway design and storm water management planning. This work includes working closely with all branches of the county including the County Manager, Planning, Fire, the new Sheriff, public works, the county council, planning commissions, special service districts (JSSD) and CUP. Recent project reviews include: Tuhaye, Skyridge, Victory Ranch, and Jovid Hotel, to ensure that these developments adhere to the County procedures and codes. T-O provides recommendations to the County based on review of the plans. Additionally, members of our team attend the vast majority of all council and planning commission meetings and regularly present findings to these boards as well as coordinating regularly with the County and the Forest Service.

NORTH FORK SPECIAL SERVICE DISTRICT (NFSSD) ENGINEERING SERVICES SUNDANCE, UT

Ryan Taylor has served as the District Engineer for nearly 11 years. Work for NFSSD has included new master plans and capital improvement plans, and feasibility studies. Following the studies, we assisted in the acquisition of property and funding for capital improvement projects, and designed, bid, and oversaw construction of various projects exceeding \$3 million. In addition, we provide code updates to support the District's needs, complete plan reviews for development within the District coordinating with Utah County and advise the board monthly on engineering and planning concerns. T-O is providing GIS asset management and working with public works to improve meter readings and sewer collection systems in addition to water tanks, and pump station improvements. In addition to municipal services, T-O staff provided a fire master plan and worked with fire districts to develop fire wise practices within public works. These efforts of combining fire with public works have developed many programs with multiple benefits for the community.



“ In over 27 years with the Eagle Sewer District, I have worked with several engineering firms and in my opinion, T-O Engineers ranks as one of the best. ”

*Lynn Moser, General Manager
Eagle Sewer District*

ABILITY TO RESPOND AND PERFORM

T-O seeks to constantly improve our project delivery through hundreds of projects every year. We have found that the most successful projects are well managed from inception to completion. Here are a few of the key aspects that allow us to perform above the competition.

RESOURCES

We have over 180 professionals in various disciplines that can support your projects, including transportation, municipal, land development, surveying, geospatial, environmental, structural, and water resources. T-O's model is to not operate as individual offices but instead we work as a cohesive team across all our offices to provide the right resources on projects. In the last few years, we have better honed this philosophy by adopting and embracing new technologies that allow for long distance communication and support of projects remotely. We implement this philosophy through bi-weekly meetings with all project managers to discuss upcoming projects, staff allocation, and deadlines. **For our clients, this results in a broad depth of expertise and resources**, since we will ensure the proper professionals will support the team.



RESPONSIVENESS

Josh Morris will serve as the primary point of contact for Laramie County from the start of projects through completion. Having one point of contact for the County maintains a level of consistency and familiarity that is key to overall project success. **He will always make himself available and commits to being responsive to emergency emails and phone calls 7 days a week.**

We are committed to being **responsive and will provide a 2-week turnaround when completing development reviews or other tasks.** This will ensure that the County can continue forward and provide a positive development experience that allows for continued growth and economic development.

Our intent is to become an extension of your staff and support the needs of Laramie County. We will work diligently to help you achieve success and improve Laramie County.

COMMUNICATION

As we mentioned previously, communication is critical to the success of your projects and development reviews. We strive to provide timely communication that benefits everyone. As such, we are committed to providing **monthly written reports and monthly attendance at Commission Meetings.** The written reports will outline projects we are working on, tasks completed over the last month, and provide justification for our invoices. We will be prepared to attend the Commission meetings monthly to provide a timely update to commissioners and allow for meaningful questions related to the work we are completing. In addition to the commission meetings, we are committed to attending other meetings as needed.

LOCAL TEAM

Although we will utilize our depth of expertise from throughout the company, the primary team will consist of staff from our Cheyenne office. Beyond our Cheyenne team we have a 60+ year history of being in Wyoming with our Cody office. Our team is made up of Wyomingites determined to improve Wyoming communities. **We have a strong background and knowledge of Wyoming practices.** We are members of local planning and zoning commissions, economic development organizations, and community college boards, as well as multiple state-level boards and councils. We understand our tax structure, state budget, and the economic challenges ahead. We spend many hours throughout the year working on relationships with policy makers at the local, state, and federal levels to promote infrastructure, create supportive policies and perform other work critical to the growth and success of Wyoming. We give back, promote, and work hard for all of Wyoming. **We will bring this mindset to Laramie County and look for opportunities to improve the community.**

CONTROL OF COSTS

Deltak Vantagepoint software will be used to develop and maintain the project and individual tasks. Use of Vantagepoint allows a real-time review of labor hours and dollars expended to ensure that we remain in budget.

Another cost control is to use the right mix of experience and expertise. We will use junior staff on the applicable tasks to help keep the cost as efficient as possible, while project managers and senior staff will provide guidance and balance scope, schedule, and budget as indicated above.

By combining these performance metrics, our project managers can identify any issues that may affect schedule and cost to implement corrective measures early enough and keep the project on track. Reviews and updates will be completed at each milestone, along with each monthly progress report and invoice submittal. T-O has a proven history of delivering projects on-schedule and on-budget.

QUALITY OF WORK

Our Quality Assurance/Quality Control (QA/QC) Plan is a key reason for our reputation for high quality work. The process begins during scoping and is continuous through delivery of plans, specifications, and estimates. While Josh will be responsible for managing the project and our team, Dusty Spomer, PE will provide independent QA/QC review of designs, plans, specifications, and estimates. **By completing independent QA/QC reviews this way, the T-O team provides our clients with outstanding quality work while adhering to schedules and budgets.**



PROJECT KICK-OFF MEETING

These meetings are essential to ensure that all team members have a clear vision of the project in its entirety. This meeting will include not only members of T-O but also staff from Laramie County.

MILESTONES

T-O will develop milestones with Laramie County staff at the start of the project. These milestones will provide the framework for the entire project and ensure that all members of the team are working with the same goals in mind from start to finish. All members of the team will be required to prioritize specific milestones into their workflow.

CONSTRUCTION ADMINISTRATION

T-O has developed specialized staff members that thrive in the construction environment. When needed, staff in the field will be in frequent, often daily, contact with the same team that led the design efforts. Weekly meetings with the contractor will be required in the specifications and led by T-O to keep construction on schedule.

NON-PROPRIETARY SAMPLES OF SIMILAR PROJECTS

To produce a more concise proposal, we have included hyperlinks below to our work product samples. If you would like to see something more specific, please let us know. We will provide additional work products upon request.

- [Hot Springs County - Black Mountain Road Engineering and Planning Study](#)
- [Casper/Natrona County International Airport - Airport Parkway Rehabilitation Plans](#)
- [Cody, WY - The Landing Residential Subdivision Plans](#)
- [Park County - Wood River Bridge Abutment Design Plans](#)
- [Coeur d'Alene Airport Sewer Inventory Dashboard Showing Sewer Assets](#)
- [Park County Land Use Plan Detailing Planning Areas, Ownership, and Existing Land Use Throughout Park County](#)
- [T-O Engineers GIS Services Overview](#)

PROPOSED FEE STRUCTURE

T-O proposes using a time and materials fee structure for most of the on-call tasks. For larger projects where the fee is estimated to be greater than \$5,000, we will prepare a detailed scope of work and will commit to the estimated fee. See Appendix A for fee schedule.

T-O'S SPECIALTY AREAS

T-O has four distinct markets: Municipal, Land Development, Transportation, and Aviation. We provide Structural, Geospatial, Environmental, Water Resources, Surveying, Landscape Architectural, Industrial Wastewater, and Administrative services to assist with specific project needs. We are a diverse service company which enables us to help our clients achieve success for all your different types of projects.



APPENDIX A: FEE SCHEDULE



EXHIBIT "A"
LARAMIE COUNTY FEE SCHEDULE
PROFESSIONAL SERVICES
Effective March 1, 2022

I. PERSONNEL	
Barthels, Vince - Environmental Project Manager	\$210.00 /hour
Binggeli, Tamsen - Environmental Planner	\$160.00 /hour
Clarkson, Brian - GIS Project Manager	\$165.00 /hour
Clawson, Brittany - GIS Operator	\$100.00 /hour
Ireland, Toby - CADD Manager	\$120.00 /hour
Ketterling, Kasey - Planning & Plan Review	\$225.00 /hour
Kobbe, Ryan - Structural Project Manager	\$160.00 /hour
Martin, Bryan - Transportation Project Manager	\$225.00 /hour
Morris, Josh - Project Manager	\$157.50 /hour
Novak, Jesse - Staff Engineer	\$100.00 /hour
Provar, Luke - Staff Engineer	\$130.00 /hour
Rowley, Carson - Project Engineer	\$150.00 /hour
Scott, Garrett - Transportation Engineer	\$140.00 /hour
Spomer, Dustin - Principal in Charge & QA/QC	\$247.50 /hour
Stowe, Logan - Staff Engineer	\$115.00 /hour
Taylor, Ryan - Stormwater & Floodplain Project Manager	\$225.00 /hour
Werbelow, Wes - Utilities Project Manager	\$175.00 /hour
Zobott, Hattie - Hydraulics Project Manager	\$175.00 /hour
II. SURVEY EQUIPMENT	
Aquatic Survey Vessel	\$200.00 /hour
GPS or Robotic Survey Equipment	\$65.00 /hour
Conventional Survey Equipment	\$25.00 /hour
GIS Data Logger	\$15.00 /hour
UAV Flight Charge	\$75.00 /hour
Drill and Generator	\$80.00 /day
III. COMPUTER SOFTWARE	
Property Database Research	\$50.00 /hour
CADD and Other Technical Software	\$10.00 /hour
IV. REPRODUCTION	
In-House Reproduction	Hourly Labor Rates Apply
Outside Reproduction	Actual Cost + 10%
V. MILEAGE	
Vehicle	0.65 - 0.75 /mile
ATV Vehicle	\$20.00 /hour
VI. OTHER DIRECT CHARGES	
Direct costs for material or services incurred for the project	Actual Cost + 10%

- Notes:
1. When employees perform work that requires overtime, the billing rate for that overtime work will be increased to 130% of the rate established above. Overtime shall be defined as any work required of an employee in excess of 40 hours per week.
 2. When employees perform work that requires litigation or as a professional witness, the billing rate for that work will be increased to 200% of the rate established above.
 3. This fee schedule is subject to periodic adjustment.
 4. Rates for additional personnel assigned to support projects can be provided if requested.

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T-O ENGINEERS



BOISE, ID | MERIDIAN, ID | NAMPA, ID | COEUR D'ALENE, ID
SPOKANE, WA | CODY, WY | CHEYENNE, WY | HEBER CITY, UT

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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.