

REQUEST FOR QUALIFICATIONS FOR PROFESSIONAL ENGINEERING SERVICES RELATING TO ECONOMIC DEVELOPMENT ADMINISTRATION GRANT WRITING, GRANT ADMINISTRATION, PROFESSIONAL PLANNING SERVICES AND PROFESSIONAL ENGINEERING SERVICES RELATING TO THE DESIGN AND CONSTRUCTION OVERSIGHT OF CONVERSE COUNTY AND EASTERN WYOMING COLLEGE “CONSTRUCTION TECHNOLOGY PROGRAM”.

Converse County and Eastern Wyoming College are requesting qualification statements from professional engineering (A/E) firms to perform grant writing and administration, professional planning and professional A/E services to perform design, construction engineering, observation, and management service required in connection with the Converse County and Eastern Wyoming College “Construction Technology Program”. The project involves professional A/E services for the design and construction of an addition onto the existing EWC facility in Douglas, financing assistance including grant writing, grant administration and professional planning services.

This letter shall serve as a Request for Qualifications (RFQ) from qualified firms to provide grant writing and professional planning services, and upon successfully securing grant funding from the Economic Development Administration, perform grant administration services and professional A/E services for this project in accordance with the Economic Development Administration (EDA), other Federal regulations and the State of Wyoming funding agreements. Upon successfully securing EDA funding, the A/E firm selected will be responsible for completing the professional A/E services to complete the project in accordance with the requirements of the EDA and each funding source. The A/E firm will assist Converse County and EWC in the administration of the EDA Grant and in complying with all federal and state regulations.

Responses to this RFQ will be used to select a qualified firm to perform this work for Converse County and EWC. All services must be completed in a timely fashion and in no case, any later than what is specified in the grant agreement.

Selection of a firm will proceed in the following manner:

1. Converse County and EWC will review and evaluate the statements of the qualifications filed. Evaluation criteria include, but are not limited to:
 - a. Specialized experience or technical expertise of the firm and its personnel in connection with the above project;
 - b. Performance record with Converse County, City of Douglas and EWC and other clients, including quality of work, timeliness, and cost control;
 - c. Capacity to perform work within time limitations, taking into consideration the current and planned workload of the firm;
 - d. Experience of the firm in working on EDA funded projects and preparing EDA funding applications, grant writing, grant administration and providing other State funding application assistance, and
 - e. Experience with managing projects with multiple funding sources.

2. Negotiations will begin with the top candidate selected. If negotiations are not successful, Converse County and EWC will begin negotiations with the candidate rated second, etc.
3. Upon completion of successful negotiations, a contract will be executed with Converse County and EWC.

Interested firms should provide the Converse County and EWC with the following information:

1. Management and staffing (staffing configurations and individuals allocated to the project);
2. A brief description of the firm's related experience and individuals' experience, familiarity with the area, and past work experience with the Economic Development Administration programs and managing projects with multiple funding sources.

Offerors are invited to submit qualification statements to be received no later than January 3, 2022 to Cindy Porter, Executive Director, The Enterprise, 130 S. 3rd St., Douglas, WY 82633.

For questions, contact Ms. Porter at 307-358-2000 or cporter@candowyoming.com .

Publish: 12/22/2021 Douglas Budget & 12/23/2021 Glenrock Independent