

REQUEST FOR PROPOSALS
ENGINEERING SERVICES FOR
CITY OF CASPER REGIONAL SOLID WASTE FACILITY
STORM WATER CONTROL MASTER PLAN

Date: April 15, 2024

Fee proposals are being requested from engineering consultants to furnish services to develop a City of Casper Regional Solid Waste Facility (CRSWF) Storm Water Control Master Plan.

Such proposals shall be sent to sstolte@casperwy.gov (Steven Stolte, E.I.T.) of the City of Casper Public Services Department, City Engineering Division, by 4:00 p.m., Local time, May 7, 2024.

I. PROJECT DESCRIPTION.

The City of Casper is seeking proposals to develop of a storm water control master plan for the City of Casper Regional Solid Waste Facility (CRSWF). The CRSWF includes the following City Landfill Properties:

1. Stuckenhoff Shooter's Range including asphalt roadway, parking lots, building and shooting ranges
2. Casper Police Department Shooting & Training Range including building, shooting ranges and training area
3. Casper Regional Active Lined Landfill Cells including Landfill Quonset Hut, Storage Building and Above Ground Diesel Storage & Fueling Station
4. Amoco Road Entrance Gate area
5. Casper Regional Active Unlined Landfill Cells
6. Casper Regional Landfill Sand Mining Areas
7. Casper Biosolids Composting Facility including storage areas north of active landfill cells and near sand mining operations
8. CRSWF Tree Farm
9. CML Addition commonly referred to as the Refuse Trash Container Site
10. Closed Balefill including the Container Management Building (CoMB), Flare & Metro Animal Control
11. CoMB Entrance Gate
12. Old Landfill Area including McKenzie Dog Park and land south of Metro Road to N. Platte River
13. Transfer Station including
 - Compost Drop Off Area
 - Compost Production Yard with Above Ground Diesel Storage & Fueling Station
 - Compost Products Yard with entrance gate
 - Area West of Material Recover Facility(MRF) and South of Compost Drop Off Area
 - MRF including landscaping, Parking lot and Asphalt Roadway

- Baler Building including Parking Lot, Landscaped Area and Asphalt Roadway
- Baler Building Maintenance Shop, Electronics Waste Drop Off Building, Loading Dock & Landscaped area
- Construction & Demolition Drop Off Area including Asphalt roadway and Concrete retaining walls
- Jim Evans' Truck Barn with employee entrance gate
- Metals and White Goods Drop Off including three (3) compactors and three (3) loading docks
- Scale House with surrounding asphalt roadway, landscaped area to south, and entrance and exit gates.
- Special Waste Facility with storm water retention pond to the east and north includes multiple buildings with asphalt.

*See Exhibits A, B, C, and D for aerials of the proposed areas.

The objective is to have a consultant study and document the existing storm drainage patterns, structures and facilities throughout the CRSWF, and prepare a master plan with recommendations for future corrections, repairs, upgrades and designs. In addition, prioritize recommendations based on most significant erosion damage areas and/or area causing the most mitigation time and money.

II SCOPE OF SERVICES

- A. **TASK A: EVALUATE CURRENT STORMWATER CONTROLS AT 13 LOCATIONS:** Current storm water controls include ditches, storm water pipe, riprap, rock weirs, sumps, catch basins, storm water pipe, and wood chip covered slopes.
- B. **TASK B: EVALUATE CURRENT AND FUTURE STORMWATER RUNOFF AT 13 LOCATIONS:** Several areas in the CRSWF have existing storm water erosion problems interfering with operations including one or more problematic storm water runoff paths. Each of the 13 areas require storm water controls to be added, updated and or changed to minimize erosion damage and damage mitigation.
- C. **TASK C: DEVELOP A STORM WATER CONTROL MASTER PLAN FOR THE CRSWF:** Using data collected in tasks A and B, develop a Storm Water Control Master Plan to include storm water controls, identify issues, and proposed remedies for each area of concern for each of the 13 areas. List the recommendations in priority order with the most significant erosion damage areas (or potential for significant erosion damage) first.
- D. **TASK C: DEVELOP CONCEPTUAL DESIGN & COST ESTIMATE FOR EACH RECOMMENDATION INCLUDED IN THE STORM WATER CONTROL MASTER PLAN FOR THE CRSWF.**

III. FEE

In submitting a proposal for this project, the Consultant shall prepare and submit one detailed fee

schedule with an upset (not-to-exceed) amount for each fee schedule as covered by the Scope of Services in this RFP.

Selection of a Consultant to provide services for this RFP shall be based on professional qualifications criteria; however, the Consultant's fee schedule will also be considered as an additional qualification in the selection process.

The fee shall be based on estimated time and material, including hourly rates for technical personnel, with an upset (not to exceed) amount. If at any time during the term of this contract appears the upset amount will be exceeded, the Consultant shall immediately notify the City and provide a complete statement justifying the anticipated change in the contract fee. A change in the scope of work will be the only justification for a change in the contract fee.

The Consultant shall be responsible and responsive to the City in its requests and requirements within the scope of this proposal.

IV. TIMETABLE

The following is the tentative timetable for this RFP:

- | | | |
|----|---------------------------------------|-------------------|
| 1. | Proposal Due | May 7, 2024 |
| 2. | Selection of Consultant | May 10, 2024 |
| 3. | Award of Contract | May 21, 2024 |
| 4. | Task A | July 16, 2024 |
| 5. | Task B | August 30, 2024 |
| 6. | Task C & D – Draft Plan | November 4, 2024 |
| 7. | Final Storm Water Control Master Plan | December 16, 2024 |

The submittal of a proposal will be an indication the Consultant has no problem in keeping this schedule and shall meet each deadline.

V. MEETINGS

The Consultant shall attend any special meeting with City staff, relating to the performance of this contract.

VI. CONTRACT

The Consultant will be required to sign a contract with the City relating to the work to be performed. Such contract shall include, but not necessarily be limited to, the following articles:

method of compensation, time of performance, subcontracts, duties of the consultant, termination of the contract, ownership of material, changes, EEO, ADA, submission of material, and obligations of the City.

VII. SELECTION.

The selection of the consulting firm will be based upon project team qualifications, team management/organization, ability of firm to recognize design opportunities in the project, demonstrated design experience, willingness to meet time requirements, community involvement of the firm. One (1) firm will be selected on the basis of their qualifications and fee. No prospective proposer shall withdraw his proposal for a period of sixty (60) days after the deadline for proposal submittals.

In making a proposal, the Consultant hereby certifies this RFP has been reviewed and Consultant is familiar with all conditions contained therein.

VII. GENERAL.

A. Additional Information.

In addition to the items addressed in the Scope of Services, the following information relating to the consultant's qualifications is required. The Consultant shall submit three (3) copies of the non-priced technical proposal.

1. The Consulting firm's name, address, and telephone number.
2. Types of services which your firm is qualified to provide.
3. Names of key personnel, the experience of each available for this project.
4. Names and addresses of outside Consultants or associates which will be retained for assistance.
5. Number and type of current projects for which the firm is principal engineer.
6. Recent list of completed projects most similar to this project, including key contacts and references, approximate budget, and other pertinent information.

A fee proposal with upset (not to exceed) amount AND a non-priced technical proposal in separate .pdf files shall be emailed. The email containing the above items shall be of Subject: "2024 CASPER REGIONAL SOLID WASTE FACILITY STORM WATER MASTER PLAN - PRICE PROPOSAL." The price proposal shall be signed by an authorized representative of the Consultant offering the proposal.

B. Addendum or Supplement to RFP.

In the event that it becomes necessary to revise any of this RFP, an Addendum to this RFP will be provided to each Consultant. The City reserves the right to change submission date(s) for any reason, including an Addendum or Supplement to the RFP.

C. Late Proposals.

Late proposals will not be accepted. It is the responsibility of the Consultant to insure that the proposal arrives prior to **4:00 p.m., Local time, May 7, 2024.**

D. Rejection of Proposals.

The City reserves the right to reject any or all submissions, and to waive informalities and minor irregularities in submissions received, and to accept any portion of a proposal or all items if deemed in the best interest of the City.

E. Response Material Ownership.

All material submitted regarding this RFP becomes the property of the City and will only be returned to the Consultant at the City's option. Responses may be reviewed by any person after the final selection has been made. The City has the right to use any or all ideas presented in reply to this request. Disqualification of a Consultant does not eliminate this right.

F. Incurring Costs.

The City is not liable for any costs incurred by the Consultant prior to issuance of an agreement, contract, or purchase order.

G. Acceptance of Proposal Content.

The contents of the proposal of the successful Consultant may become contractual obligations if the City wishes to execute a contract based on the submitted proposal. Failure of the successful Consultant to accept these obligations in a purchase agreement, purchase order, contract, or similar instrument may result in cancellation of the award, and such Consultant may be removed from future solicitations.

H. Reference Checks.

The City reserves the right to contact any reference or any client listed in the documents for information which may be helpful to the City in evaluating the Consultant's performance on previous assignments.

I. Attachments.

Exhibits A-D: Aerial maps of the areas of interest.



**CITY OF CASPER ENGINEERING
200 NORTH DAVID STREET
CASPER, WYOMING 82601**

PROJECT NO. 24-027

DRAWN BY: _____ APPROVED BY: ###
DATE: _____ DATE: _____

REVISIONS / NOTES

Exhibit A

CRSWF Storm Water Master Plan
CASPER, WYOMING 82601



<p>CITY OF CASPER ENGINEERING 200 NORTH DAVID STREET CASPER, WYOMING 82601</p>	<p>PROJECT NO. 24-027</p>	<p>DRAWN BY: _____ DATE: _____</p>	<p>CHECKED BY: ### DATE: ##</p>	<p>APPROVED BY: ## DATE: ##</p>
<p>REVISIONS / NOTES</p> <p style="text-align: center;">Exhibit B</p>				
<p>CRSWF Storm Water Master Plan</p>	<p>CASPER, WYOMING 82601</p>	<p>SHEET <u>2</u> OF <u>4</u></p>		



**CITY OF CASPER ENGINEERING
 200 NORTH DAVID STREET
 CASPER, WYOMING 82601**

PROJECT NO. 24-027

DRAWN BY: _____	CHECKED BY: ### _____	APPROVED BY: ## _____
DATE: _____	DATE: ## _____	DATE: ## _____

REVISIONS / NOTES

Exhibit C

CRSWF Storm Water Master Plan

CASPER, WYOMING 82601



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CITY OF CASPER ENGINEERING
200 NORTH DAVID STREET
CASPER, WYOMING 82601

PROJECT NO. 24-027

DRAWN BY: _____ DATE: _____
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 APPROVED BY: ## DATE: ##

REVISIONS / NOTES

Exhibit D

CRSWF Storm Water Master Plan

CASPER, WYOMING 82601