



Released by Town of Thermopolis
420 Broadway St. Thermopolis WY 82443
Cguntly@thermopoliswy.gov

REQUEST FOR QUALIFICATIONS (RFQ)

RFQ No.	2026-01
RFQ Issue Date	September 2, 2026
RFQ Submission Deadline	October 7, 2026
Issued By	Town Of Thermopolis

CONSULTING SERVICES ROAD ACTION PLAN

I. BACKGROUND / PURPOSE

Town of Thermopolis (Town) is soliciting Statements of Qualifications (Qualifications) and Experience from consulting firms to provide services for the Road Action Plan per the Safe Streets and Roads for All (SS4A) Grant. The Town has \$207,000 for the total project, partially funded by Federal Highways Administration. Only firms having recent similar experience conducting Action Plans for roads should respond. This RFQ shall consist of the following:

- A. Attachment A – Respondent Guarantees and Warranties
- B. Attachment B – Qualification Rating Sheet

II. QUALIFICATION SUBMISSION INFORMATION

Respondents must submit five (5) copies of their qualifications: four (4) hard copies with original authorized signature (representative who will also be signing the agreement for consultant(s), if awarded), and one (1) complete electronic flash drive in PDF format (flash drive will not be returned). Qualifications shall be submitted per the following instructions. Qualifications shall be limited to a maximum of 20 pages, cover to cover (excluding the cover page, dividers, and table of contents). Qualifications must be submitted in a sealed envelope/package and clearly titled “Town of Thermopolis RFQ Consulting Services Road Action Plan” and be delivered by 5:00 p.m. on **October 7, 2026** to:

Town of Thermopolis Clerk
420 Broadway St.
Thermopolis, WY 82443

Qualifications must be received in the Clerk’s Office on or before the time and date specified. Qualifications received after the time specified will not be considered. Packages not containing the original copies and one flash drive formatted in PDF may be rejected. Facsimile or email qualifications will not be accepted.

Respondents must submit the following documents with their qualifications:

- A. Respondent Guarantees and Warranties (Attachment A).
- B. Executive Summary, including a degree of interest shown in undertaking the project and familiarity with and proximity to the geographic location of the project.
- C. Quality of projects previously undertaken and capability to complete projects without having major cost escalations or overruns.
- D. A list of all sub-consultants that your firm would use to complete the proposed project including a contact person(s) and telephone number(s) for each sub-consultant.

- E. Full Description of Organization (including identification of all parties having a beneficial interest in the Qualification).
- F. Brief History of Company/Experience/ Resumes of Key Team Members/ Project Examples.
- G. Implementation Plan/Timeline.
- H. Three (3) Letters of Reference.
- I. Insurance Certificate.
- J. Acknowledgement of Addendum released, if applicable.

All qualifications must be typed or written in ink. Errors may be crossed out and initialed with the correction next to the error in ink or typed. Facsimile, telephone, electronic, or verbal qualifications and/or corrections will not be accepted.

Any costs incurred by respondents, in the preparation, material submission, oral presentations, software and hardware demonstrations, or site visits in response to the RFQ will be the sole responsibility of the respondents. The Town is not liable for any costs incurred by the respondent. Responses to the RFQ will not be returned. The Town may request follow-ups to the written responses to gain additional information. All documents and manuals submitted with this RFQ will become property of the Town. All information provided will be made available to all members of the RFQ review committee and others as needed. Use of proprietary information is discouraged. Once a contract is awarded or a decision made to cancel the RFQ, qualifications will become public record and may be viewed upon request.

It is the responsibility of the respondent to review all information pertaining to this RFQ, which may include laws and regulations of Wyoming Statutes and the United States Government.

III. PRE-SUBMITTAL QUESTIONS AND POINTS OF CONTACT

Pre-submittal inquiries and correspondences shall be in writing (email is acceptable) and directed to the RFQ Representative:

Connie Guntly, Clerk/Treasurer
Cguntly@thermopoliswy.gov

The inquiries and responses will be provided by the Town in writing, in the form of an Addendum, to all known interested prospective respondents after the question deadline. If an Addendum is released by the Town, it shall be sent via email and/or first class mail to the last known business address of each prospective respondent known to have received a copy of the RFQ. Questions submitted after the deadline will not be answered.

Respondents shall not be in contact with Town management and/or employees regarding the RFQ during the process. All questions and correspondences must go through the RFQ Representative as listed above. Failure to adhere to this requirement may lead to disqualification of the qualification. All information will be disseminated to all known respondents at the same time to ensure the bidding process is fair and equal.

IV. MODIFICATIONS OR WITHDRAWAL OF QUALIFICATIONS

Information in the possession of the Town may be altered by a sealed letter bearing the name and signature of the authorized person, provided it is received prior to the deadline. The sealed envelope must be clearly titled “Town of Thermopolis RFQ Consulting Services Road Action Plan”. Telephone, verbal, fax, or email alterations will not be accepted.

Information that is in the possession of the Town may be withdrawn by the respondent up to the deadline.

V. IMPORTANT DATES

Qualifications need to be submitted to the name and address as outlined in Section II, Qualification Submission Information, by September 21, 2026, 5:00 p.m. The following schedule of events is provided to ensure timely release of information and to ensure an adequate timeframe for the procurement process. The schedule is subject to change at any-time, if in the best interest of the Town. The Town will notify the prospective respondents if the schedule changes.

Activity	Tentative Date
Request for Qualification Issued	September 2, 2026
Question Deadline	September 16, 2026
Qualification Submission Date	October 7, 2026
Selection	October 2026
Town Council Approval and Notifications	November 2026
Approximate Contract Start Date	November 2026

VI. SELECTION PROCESS AND CRITERIA

The successful candidate will be evaluated based upon responses to all criteria contained in this RFQ as well as, at the discretion of the Town, a personal interview. The evaluation panel will score each qualification after reviewing all documents relating to the RFQ, the organizational structure, capabilities, qualifications, past performance, costs and any other information relevant to the RFQ the Town deems necessary. The Town may ask for additional information if necessary before selection.

False, incomplete, or unresponsive qualifications may be rejected. For a RFQ to be considered competitive and fair, at least three (3) qualifications must be

received. If less than three (3) qualifications are received the Town has a right to conduct a sole source procurement. The Town has the right to select qualifications, in whole or in part, and the right to reject any or all qualifications. The Town also has the right to waive any informalities, if in the best interest of the Town, or cancel the RFQ completely. The Town will base its selection on the qualification that is most responsive and to the best advantage of the Town. When considering a vendor(s), the evaluation panel and Town Council shall weigh the scores pursuant to W.S. §16-6-101 through §16-6-107, with a 5% preference to Wyoming based vendors.

The qualifications will be evaluated and scored per Attachment B, Qualification Rating Sheet.

VII. RESPONDENT INFORMATION

The Town hereby notifies all respondents that it will affirmatively ensure that minority business enterprises will be afforded full opportunity to submit information in response to this invitation and will not be discriminated against on the grounds of age, race, color, sex, religion, national origin, marital status, political affiliation, and/or disability.

The respondent agrees that should it be awarded a contract, it shall not discriminate against any person who performs work thereunder because of age, race, color, sex, religion, national origin, marital status, political affiliation, and/or disability.

The Town reserves the right to negotiate the original terms of the qualification, including price. The Town also reserves the right to award contracts to multiple respondents from the same RFQ.

VIII. SCOPE OF SERVICES TO BE PROVIDED

- A. Qualified Consultant(s) shall demonstrate the ability to provide a Road Safety Action Plan for the Town of Thermopolis, including but not limited to, the following:
1. Provide data driven crash analysis, including accident locations, relevant hazards, and traffic patterns on all roadways within Thermopolis.
 2. Provide prioritized evidence based projects that use innovative technologies and a timeline for anticipated implementation.
 3. Provide a cost benefit analysis to ensure roadway safety initiatives maximize benefits to the public, while also employing low-cost, high-impact strategies that can improve safety over a wider geographic area.
 4. Facilitate community engagement and organize public meetings to receive public input, Consultant shall include advertising costs within scope.

B. Qualified Consultant(s) shall provide the following deliverables and outcomes for the project:

1. A complete and comprehensive Action Plan covering all town roadways, with recommendations to reduce fatalities and serious injuries. The Plan shall focus on all users including, pedestrians, bicyclists, public transportation users, motorist, personal conveyance and micro-mobility users and commercial vehicle operators. The Plan shall also include review of intersections, speed limits, ADA inventory, and traffic counts. This Plan will be made available to the public on the Town website.
2. A Safe Streets Task Force with the following representatives, may include but not be limited to, leadership from diverse cross section of public and private community stakeholders, Town employees, Town Engineers, County Road and Bridge employees, and local WYDOT representatives.
3. An implementable roadmap for safety investments.

C. This project shall be completed in one phase.

D. Qualified Consultant(s) shall provide monthly written updates to the Town Council regarding the project, as agreed upon, and assist with any reporting the Town deems necessary.

E. Qualified Consultant(s) shall comply will all local, state, and federal laws, rules and regulations, as well as the general terms and conditions of the SS4A grant program.

F. Qualified Consultant(s) shall work with the Town Engineer.

G. Qualified consultant(s) shall be willingly to negotiate with the Town the contract and services to be provided. Should negotiations with the selected consultant(s) be unsuccessful, the Town has the right to cease discussion and move forward with another firm.

IX. ADDITIONAL PROVISIONS

A. In the event funds are not available per the SS4A grant funding, any resulting contract from this RFQ may be terminated, without penalty to the Town.

B. Successful respondent(s) will be expected to enter into an agreement, for up to a three (3) year term. The contents of this RFQ, respondent's qualifications, and all applicable conditions deemed relevant by the Town may be incorporated into the agreement and be legally binding.

C. The Town may modify or amend this RFQ, if in the best interest of the Town. If there is an amendment to the RFQ while it is open, all prospective respondents will be notified and the amendment will be posted on the Town website.

- D. Town of Thermopolis does not waive its sovereign immunity by entering into a contract and specifically retains immunity and all defenses available as sovereign pursuant to W.S. §1-39-101 et. seq.
- E. All qualifications may be subject to public review, 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 qualification by marking it as "CONFIDENTIAL." The respondent may be required to submit in writing specific detailed reasons, including relevant legal authority, why the material is confidential. It is up to the Town's sole discretion to determine if the information should remain confidential, if the Town receives a request for information regarding a qualification containing CONFIDENTIAL information. Town of Thermopolis will notify the respondent to allow for a justification to the propriety nature of the information.
- F. By submitting a qualification, the respondent agrees and understands this RFQ and any subsequent agreements shall be governed by and construed in accordance with the laws of the State of Wyoming. The parties agree that the venue for any legal action shall be in Hot Springs County, Wyoming.
- G. The Town, in accordance with the provisions of Title VI of the Civil Rights Act of 1964 (78 Stat. 252, 42 U.S.C. §§ 2000d to 2000d-4) and the Regulations, hereby notifies all respondents that it will affirmatively ensure that for any contract entered into pursuant to this advertisement, disadvantaged business enterprises will be afforded full and fair opportunity to submit bids in response to this invitation and will not be discriminated against on the grounds of race, color, or national origin in consideration for an award.

Attachment A – Respondent Guarantees and Warranties

1. COMPANY CONTACT

The company representative assigned to this RFQ:

Name _____

Title _____

Mailing Address _____

Email Address: _____

Phone Number(s) _____

2. RESPONDENT GUARANTEES AND WARRANTIES

By submission of information, the respondent:

- a. Certifies that no attempt has been made, nor will be made, by the respondent to induce any other person or firm to submit information for the purposes of restricting competition.
- b. Certifies the person signing this response is authorized to represent the company and the information and supporting documentation provided in response to this RFQ.
- c. Certifies it can and will provide and make available, at a minimum, all services set forth in Section VIII, Scope of Services to be Provided.
- d. Warrants that it is willing and able to comply with State of Wyoming laws with respect to foreign (non-state of Wyoming) corporations.
- e. Warrants that it will not delegate or subcontract its responsibilities under an agreement without the prior written permission of Town of Thermopolis.
- f. Warrants that all information provided by it in connection with this qualification is true and accurate.

ATTACHMENT A – PAGE 2

(Company Name)

(Telephone Number)

(Street Address/P.O. Box)

(City, State, & Zip Code)

(Name of Authorized Representative, Title)

(Authorized Signature)

(Date)

Attachment B – Qualification Rating Sheet

Town of Thermopolis
Consulting Services Road Action Plan
RFQ# 2026-01

Company/Respondent Name: _____
Evaluated By: _____
Date: _____

Category	Rate	Score
Qualifications	10	
Experience	10	
Project Examples	10	
Previous Performance	15	
Project Approach	10	
References	10	
Wyoming Preference	5	
Project Familiarity	30	
Total	100	

Notes/Comments: _____
