



STAFF REPORT

Town of Alpine, Wyoming

Agenda Item:

Resolution No. 2026-002 - Adoption of Written Procedures for Evaluation of RFPs for Grant-Funded Capital Projects

Prepared By:

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Purpose of Staff Report:

To explain the need for formal written procedures governing the evaluation of Requests for Proposals (RFPs) for grant-funded capital projects.

Background

The Town of Alpine regularly pursues state and federal grant funding for capital improvement projects. Many of these grants, including federally funded programs, require the Town to demonstrate that consultant procurement and selection processes are conducted in a fair, consistent, and documented manner.

During the administration of recent grant-funded projects, the Town was advised that written procedures documenting how RFPs are evaluated are required to demonstrate compliance with applicable federal procurement standards, including 2 CFR Part 200.

Need for Written Procedures

The adoption of formal Written Procedures for Evaluation of RFPs is necessary to:

- Ensure compliance with federal, state, and grant-specific procurement requirements
- Provide consistency and transparency in how proposals are reviewed and scored
- Clearly define staff roles in the evaluation process while preserving final selection authority with Town Council
- Establish proper documentation and recordkeeping for audit and grant-monitoring purposes
- Reduce risk to the Town when administering grant-funded capital projects

While the Town has historically conducted evaluations in a professional and consistent manner, these procedures formally document the process and ensure it meets current grant compliance expectations.

Summary of the Procedures

The Written Procedures for Evaluation of RFPs for Grant-Funded Capital Projects establish that:

- Proposal evaluations are conducted by a designated Staff Evaluation Committee
- Evaluation criteria and scoring methods must be published in the RFP
- Proposals are independently scored using written evaluation forms
- Interviews and reference checks may be conducted when appropriate
- A written staff report summarizing the evaluation and recommendation is prepared for Town Council
- Final consultant selection remains the responsibility of the Town Council

These procedures apply only to the evaluation and recommendation phase of consultant selection and do not alter Council authority or existing procurement thresholds.

Fiscal Impact

There is no fiscal impact associated with adoption of these procedures.

Recommendation

Staff recommends adoption of the Written Procedures for Evaluation of RFPs for Grant-Funded Capital Projects to ensure compliance with grant requirements, promote transparency, and protect the Town's eligibility for current and future grant funding.