



TOWN OF ALPINE, WYOMING

WRITTEN PROCEDURES FOR EVALUATION

OF RFPS FOR GRANT-FUNDED CAPITAL PROJECTS

Section I: Purpose and Applicability.

1. These Written Procedures establish the process by which the Town of Alpine evaluates proposals submitted in response to Requests for Proposals (RFPs) for **grant-funded capital improvement projects**.
2. These procedures apply **only to the evaluation and recommendation phase** of consultant selection and are intended to ensure compliance with applicable federal, state, and grant-specific requirements, including **2 CFR Part 200**, when federal funding is involved.

Section II: Governing Requirements.

1. When consultant procurements involve grant funding, and requirements conflict, the order of precedence shall be:
 - a. Federal laws, regulations, and grant requirements
 - b. State of Wyoming laws, regulations, and rules
 - c. Granting agency regulations, guidance, and program requirements
 - d. Town of Alpine ordinances, resolutions, policies, and procedures

Section III: Evaluation Authority.

1. Unless otherwise specified in the RFP, proposal evaluations shall be conducted by a Staff Evaluation Committee.
2. The Staff Evaluation Committee shall:
 - a. Consist of three (3) Town of Alpine staff members
 - b. Be designated by the Mayor based on project relevance and subject-matter expertise

3. The Committee is authorized to:
 - a. Independently review and score proposals
 - b. Participate in interviews, if interviews are conducted
 - c. Consider reference checks and other permissible evaluation materials
 - d. Develop evaluation findings and a recommendation
4. Final selection authority shall remain with the Town Council.

Section IV: Evaluation Criteria.

1. Evaluation criteria shall:
 - a. Be clearly stated in the RFP
 - b. Include relative weighting or point values
 - c. Be directly related to the project scope and objectives
2. Only the criteria published in the RFP may be used in scoring and evaluation.

Section V: Written Proposal Evaluation.

1. Each responsive proposal shall be evaluated independently using a written evaluation form aligned with the criteria and scoring published in the RFP.
2. Written evaluations shall:
 - a. Be completed prior to any interviews
 - b. Reflect the proposal as submitted
 - c. Include scores and written notes sufficient to document the basis for evaluation
3. All evaluation forms shall be retained in the procurement file.

Section VI: Interviews.

1. Interviews may be conducted for professional services procurements; however, the Town reserves the right to waive interviews when they are not necessary to determine best value.
2. If conducted:
 - a. Interviews shall be facilitated by the Staff Evaluation Committee
 - b. Questions shall relate directly to the RFP scope and evaluation criteria
 - c. Interviews shall be conducted in a fair and consistent manner
 - d. Interview results may be scored if identified in the RFP

Section VII: Reference Checks.

1. The Town may conduct reference checks for one or more proposers to verify qualifications or past performance.
2. Any reference information that materially affects scoring or selection shall be documented and retained.

Section VIII: Staff Report and Recommendation.

1. The Clerk's Office shall compile evaluation results and prepare a **written staff report** summarizing:
 - a. The evaluation process
 - b. Scoring results
 - c. Staff recommendation
2. The staff report shall be submitted to the Town Council for consideration at a public meeting.

Section IX: Documentation and Recordkeeping.

1. The procurement file shall include sufficient documentation to demonstrate:
 - a. The evaluation criteria applied

- b. The scoring and ranking of proposals
 - c. The basis for the staff recommendation
2. Records shall be retained in accordance with applicable grant and record-retention requirements.

Section XIII: Effective Date and Amendments.

1. These procedures shall take effect upon adoption by resolution of the Town Council.