



TOWN OF ALPINE, WYOMING
RESOLUTION 2026-002

**A RESOLUTION ADOPTING WRITTEN PROCEDURES FOR EVALUATION OF
REQUESTS FOR PROPOSALS FOR GRANT-FUNDED CAPITAL PROJECTS**

WHEREAS, the Town of Alpine pursues state and federal grant funding to support capital improvement projects; and

WHEREAS, many grant programs require the Town to demonstrate that consultant procurement and selection processes are conducted in a fair, consistent, and well-documented manner; and

WHEREAS, federal procurement regulations, including **2 CFR Part 200**, require written procedures for conducting technical evaluations and making selections when federal funds are involved; and

WHEREAS, the Town has prepared written procedures establishing the process for evaluating proposals submitted in response to Requests for Proposals (RFPs) for grant-funded capital projects; and

WHEREAS, these procedures clarify staff roles in the evaluation process while preserving final selection authority with the Alpine Town Council; and

WHEREAS, adoption of these procedures promotes transparency, consistency, and compliance with applicable federal, state, and grant-specific requirements;

**NOW, THEREFORE, BE IT RESOLVED BY THE GOVERNING BODY OF THE
TOWN OF ALPINE, WYOMING:**

Section 1. Adoption of Written Procedures

The Town Council hereby adopts the document entitled **“Written Procedures for Evaluation of RFPs for Grant-Funded Capital Projects”**, attached hereto and incorporated by reference.

Section 2. Applicability

These procedures shall apply only to the evaluation and recommendation phase of consultant selection for grant-funded capital projects and shall not alter the Town Council’s final authority to select consultants.

Section 3. Administration

The procedures shall be administered by Town staff in accordance with their terms and applicable grant requirements.

Section 4. Effective Date

This resolution shall take effect immediately upon adoption.

PASSED, APPROVED AND ADOPTED this 6th day of January 2026.

VOTING RECORD:

<i>Ayes:</i>	<i>Mayor Green:</i>
<i>Nays:</i>	<i>Burchard:</i>
<i>Abstentions:</i>	<i>Larsen:</i>
<i>Absent:</i>	<i>Wierda:</i>

<i>Ayes:</i>	<i>Scaffide:</i>
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Signed:

Eric Green, Mayor of Alpine

ATTEST:

Sarah Greenwald, Town Assistant Clerk