

PROJECT NUMBER TBD- WYOMING SEATBELT COALITION

REQUEST FOR PROPOSALS (RFP)

The Wyoming Department of Transportation (WYDOT) is soliciting consultants with experience in facilitation and media directly associated with occupant protection services, who may be interested in submitting a Proposal for the above Agreement. A detailed Scope of Work is attached for further reference.

Selection Process

Pursuant to state and federal regulations, a qualifications-based selection process will be used to select one (1) consultant for this project. The following information and criteria will be used to evaluate and rank responses:

Delivery and Innovation- 25%

Describe your firm's capacity to produce the required project deliverables by highlighting your innovative problem-solving skills and technical resources. Please provide specific examples of out-of-the-box thinking and detail your available infrastructure, including any specialized equipment, computer hardware, and software you will utilize.

Work-Related Experience – 20%:

Describe your firm's established expertise and provide a detailed job history that directly relates to the specific services required for this project.

Personnel Qualifications – 20%:

Describe the qualifications, expertise, and capacity of your proposed staff to successfully perform the required services.

Knowledge of Project – 20%:

Describe your firm's existing familiarity with this specific project and clearly articulate your understanding of the required services.

Ability to Meet Schedule – 10%:

Respondents must provide definitive assurance of their capability to fulfill all schedule requirements specified. Please outline your timeline management strategy and confirm your availability to meet all stated deadlines.

Previous Applicable WYDOT Experience – 5%

Be advised that the Department will evaluate your firm's performance on past WYDOT projects. This evaluation is based on written performance reviews from your Statement of Interest (SOI) file for services completed within the last five (5) years.

The consultant selection will be based on information provided in the firm's general Statement of

Interest on file with WYDOT and the Proposal submittal. No interviews are anticipated at this time, but may be requested as needed.

This will be a cost-not-to-exceed agreement. Since this is a qualification-based selection process, a fee schedule should **NOT** be included at this time.

Solicitation and Selection Schedule

RFP questions shall be submitted **no later than June 29, 2026** to brian.rentner@wyo.gov and nicole.klassen@wyo.gov.

Questions and answers will be distributed to all parties **no later than June 30, 2026**.

Proposals must be received **no later than 3:00 p.m. Mountain Daylight or Mountain Standard Time, as applicable, on July 10, 2026**. Email your Proposal to brian.rentner@wyo.gov and nicole.klassen@wyo.gov.

The final selection is tentatively planned to be performed on July 14, 2026.

The target Notice to Proceed date is by October 1, 2026.

This agreement will cover the facilitation of the Wyoming Seatbelt Coalition (WYSBC) and initiate the recommended actions in the WYSBC approved strategic plan.

Submittals

Consultants are invited to submit a Proposal at their own cost. WYDOT assumes no obligation of any kind for expenses incurred by any respondent to this solicitation. Proposals should be submitted as follows:

1. List all subconsultants, if needed.
2. List professional licenses if required.
3. Five (5) page maximum Proposal response to the RFP. Cover letters will be considered part of the Proposal maximum page limit.
4. One (1) page limit per resume **in addition to the Proposal page limit**. Three (3) resumes maximum that must include Project Managers/Team Leaders.
5. Provide an **electronic copy only** of the Proposal to the Engineering Services Engineer and to the Consultant Services Lead.

Restrictions on the use of data or information within a proposal must be clearly stated in the proposal itself. Pursuant to Wyoming Statute 16-4-201 through 16-4-205, proposals are privileged, confidential information only if they contain trade secrets and other valuable information not generally available to competitors. The Department will not release any stated restricted information regarding submitted proposals. All other information will be considered public information and released upon request by other entities.

WYDOT will acknowledge receipt of Proposals, but the burden of submittal and confirmation of receipt prior to the submittal deadline is the sole responsibility of respondents.

NOTE: Contact by the consultant or their proposed subconsultants with any WYDOT personnel other than those from the WYDOT Engineering Services Section regarding this RFP, during the selection process, will be cause for disqualification.