



Request for Proposal:  
Student Housing  
Study

Request for Proposal Number:  
#CC600-24

PROPOSAL DUE DATE AND TIME:  
December 12, 2024 – 2:00 P.M. Mountain Time

Request for Proposal Opening:  
December 12, 2024 – 2:00 P.M. Mountain Time

Question Deadline:  
December 5, 2024 – 2:00 P.M. Mountain Time

Non-Mandatory Site Visit:  
December 3, 2023 – 2:00 P.M. Mountain Time GW 404

PROCUREMENT REPRESENTATIVE:  
Shane Pulliam  
E-MAIL ADDRESS: [shane.pulliam@caspercollege.edu](mailto:shane.pulliam@caspercollege.edu)  
TELEPHONE NO: (307) 268-2633

## TABLE OF CONTENTS

SECTION 1: Definitions and Terminology .....	3
SECTION 2: Specifications and Scope of Work.....	3
1. Purpose.....	3
2. Background.....	4
3. Scope of required services .....	4
4. Stakeholders .....	5
5. Deliverables .....	5
6. Schedule .....	6
7. Miscellaneous Information.....	6
8. Proposal Format.....	6
SECTION 3: Evaluation Methodology.....	7
1. Overview: .....	7
2. Evaluation Criteria:.....	7
SECTION 4: Instructions to Bidders and Bid Requirements .....	8
1. General Conditions:.....	8
2. Preparation of Proposals.....	9
3. Pre-Proposal Meeting and Job Walk.....	10
4. Submission / Modifications / Withdrawals / Late Bids .....	10
5. Questions About the RFP / Addendums .....	11
6. Bid Opening .....	12
7. Award and Contract Information:.....	12
8. Required Documentation for Awarded Proposal.....	13
9. Qualifications of Bidder .....	13
10. Laws and Regulations .....	13
11. Environment, Health, and Safety .....	14
SECTION 5: Schedule of Activities .....	14
SECTION 6: BID FORM.....	15
ATTACHMENT A: Campus Housing Buildings.....	17
ATTACHMENT B: Information/Contacts .....	17

## SECTION 1: Definitions and Terminology

Wherever used in this bid these or other related procurement documents, the following terms have meanings indicated which are applicable to both the singular and plural thereof. The terms can be used interchangeably.

**Addendum:** Written or graphic instruments issued prior to the opening of bids that clarify, correct, or change the bid documents or the related procurement documents.

**Bid / Bid Form:** The price and/or form that is submitted to the college to fulfill the request for proposal.

**Bidder / Firm:** The company/vendor that is submitting a bid.

**Contract:** An agreement between Casper College and the bidder that will include a written contract, RFP, addendums (if any), purchase order(s), purchase order terms and conditions, as well as the bidder's response to the RFP.

**Contractor / Architect:** The Company awarded a contract or PO for this Bid.

**Evaluation Committee / Stakeholders:** Casper College hired contractors or employees that have an interest in the project.

**Purchase Order / PO:** A contractual agreement with a firm for goods or services that specifies payment terms, delivery dates, item identification, quantities, freight terms, and other obligations and conditions.

**Request for Proposal (RFP) / Proposal:** This formal publicly released document outlining a need and inviting businesses to submit bids to fulfill our request.

**Schedule of Values:** A start to finish list of work items on a project including the cost associated with those work items that the bidders will want to be paid on throughout the project.

**Specifications / Scope of Work:** Those portions of this proposal consisting of written or graphic technical descriptions of materials, equipment, construction systems, standards, workmanship, goods, services, and administrative details applicable.

## • SECTION 2: Specifications and Scope of Work

### • Purpose

- Casper College is seeking proposals from qualified professional campus housing consultants for the development and execution of a Student Housing Study (SHS). In alignment with Casper College's mission, vision, values, and strategic plan, the SHS will evaluate the current housing market both on- and off-campus, will make recommendations for possible new apartment-style housing, including financial feasibility in the form of a project pro forma.
- The SHS will be used by the college to identify well-conceived and well-justified capital outlay projects or public-private partnerships that fit with the overall context of the college mission as well as the college's other planning and budget processes.

- Background

- Casper College is located in central Wyoming. It was founded in 1945. The main campus covers over 170 acres and has 29 buildings. The college's ranch campus covers 167 acres and has 7 buildings. There are 118- degree options and 34 technical and career programs. The student population is more than 4,600 full and part time students. There are 338 full-time employees, 65 adjunct faculty, 40 part-time, and 200 student workers. The University of Wyoming (UW/CC) also has classes on our campus along with numerous educational, cultural, and sporting events that are held on a year-round basis.
- Current on-campus housing options include:
  - Residence Hall—built in 2011, and features 225 designed double-occupancy rooms that are currently configured to accommodate 60 single-occupancy rooms, 161 double-occupancy rooms, and 4 show/emergency/offline rooms. As currently configured, the capacity of the Residence hall is 382 beds.
  - Wheeler Terrace Apartments—built in 1970. This complex has 18 two-bedroom apartment units which accommodate 36 students who are billed for their single-occupancy room within the shared two-bedroom apartment.
  - Civic Apartments—built in 1965. This complex has 12 one-bedroom, unfurnished apartments which operate on a 12-month lease agreement. Leaseholders are allowed to have one adult additional occupant reside with them.
  - Thorson Apartments—built in 1983. This complex has 12 one-bedroom, fully furnished apartments which operate on a 12-month lease agreement. Leaseholders are allowed to have one adult additional occupant reside with them.
- Casper College's recent Campus Master Plan (CMP) refresh project included a facility condition assessment of the Wheeler Terrace Apartments, which revealed numerous significant issues related to poor site drainage, ADA compliance, MEP deficiencies, and pipe chase safety issues related to construction decisions made when the facility was built in 1970. The firm engaged on the CMP project recommended that the Wheeler Terrace Apartments be replaced in the next three to five years. Casper College has elected to take the facility offline for the 2024-2025 academic year.
- Apartment-style housing has continued to be in high demand among students, with all three apartment-style complexes at Casper College having 100% occupancy rates (with waitlists) for the past 5 years.

- Scope of required services

- Casper College's desired outcomes with the SHS:
- On-campus housing market analysis.
  - Review Casper College's current on-campus housing facilities to establish a baseline of current operations and identify current gaps and opportunities.
  - This may include data collection regarding current housing buildings, room

- types and inventories, occupancy rates, housing rates, operational effectiveness, and percentage of enrolled students who choose on-campus housing.
  - This may also include stakeholder engagement in the form of determining why students choose/do not choose on-campus housing, desired unit types, student housing needs, and desired amenities.
- Off-campus market analysis.
  - Review available data and trends on the Casper, Wyoming rental market, including availability of inventory, types of units and amenities offered, average rent and utility prices, average vacancy rate, etc.
  - Evaluate available information regarding rental housing projects currently proposed or in development which may impact the volume and availability of units for students in the future.
- Apartment-style housing project recommendations.
  - Use data collected from market analyses to propose options and discuss feasibility of new apartment-style housing and/or renovations to existing housing.
  - Present options and make recommendations for financing/ownership structure of potential new housing projects (ex. issue of revenue bonds vs. a public-private partnership).
- Housing project pro forma.
  - Use data collected in SHS to prepare a project pro forma to show the feasibility of proposed new construction/renovation projects.
  - Project pro forma should take into consideration total capital project costs, operating costs, financing costs, and projected revenues (ex. proposed rent rates and minimum occupancy thresholds).
- Preparation of a draft report which shall be finalized after receiving feedback from relevant administrators and stakeholders. The final written report will be presented to the Casper College Board of Trustees at a mutually agreed upon board meeting.
- Stakeholders
  - The chosen consultant(s) will be required to include participation by all affected stakeholders. A partial listing is noted below.
    - College students, full and part-time
    - College employees and various committees
    - Community leaders and organizations
    - City of Casper
    - State of Wyoming
    - Others as needed or added by Casper College
- Deliverables

- A first draft report will be delivered on or before 06/30/2024. The project report is to include, at minimum, the following project components (described above):
  - On-campus housing market analysis
  - Off-campus housing market analysis
  - Apartment-style housing project recommendations
  - Housing project pro forma
- A final draft report will be delivered on or before 7/31/2024.
- Provide the final report and present it to the Executive Group and others as identified, the Board of Trustees, and the college community.
- All deliverables will consist of six (6) original copies and one (1) electronic copy. Additional deliverables may be requested at the option of the college.
- Schedule
  - The completed report and associated deliverables are due by 7/31/24, unless otherwise specified by the College. The Consultant will meet regularly with the committee to give updates on the progress of the SHS.
- Miscellaneous Information
  - The college will make available to the Consultant the relevant information in its files that may pertain to the scope of services required by this project.
  - The college will arrange as necessary meetings between the Consultant and the college departments and offices related to the scope of services required by this project.
- Proposal Format
  - **Letter of Interest / Introduction:** This letter shall explain your firm's overall desire to be awarded this project and an introduction of your company and its employees. The letter shall contain the name, address, and phone number of the person who will serve as the principal contact and who will be making the presentation on behalf of your firm. The letter shall bear the signature of the person having proper authority to make formal commitments on behalf of your firm.
  - **Firm Experience:** Submittals will include a detailed description of the firm's overall capabilities, experience and approach to providing the scope of services described. Also include any subcontractor's information that will be used.
  - **Qualifications of Key Personnel:** Submit qualifications of those who will be involved in completing the scope of services. We prefer project personnel who have completed several contracts that are similar in type and scope.
  - **Project Team:** Description of the proposed project team and how you propose to

organize, staff, and manage the project, including time committed to the project. Give the name of the person from your firm that would be our primary contact from start to finish if you were awarded this project.

- **Deliverables:** Address the deliverables we could expect to receive from your firm if it were chosen for this project. We would welcome samples of other master plans your firm has completed to help clarify what we would receive as a finished product.
- **References:** Provide references for similar projects. Include the names of the organizations, a brief summary of work done, and the names and phone numbers of contact persons.
- **Licenses:** Proof of any licenses and/or certifications that may be relevant to this project. If proof is not provided, that information will not be considered during the evaluation process.
- **Pricing:** Provide pricing for each section noted below and a lump-sum total for the entire project including all expenses such as travel, mileage, rental car, meals, lodging, etc. If misc. items such as copying, printing, etc., are not included in your proposed pricing; please give detailed pricing for those items separately. Also, show detailed hourly fees for any additional work that may arise not shown in this scope of work.
  - Pricing should be broken out by:
  - Fees associated with each of the four main components of the SHS: on-campus housing market analysis, off-campus housing market analysis, apartment-style housing project recommendations, and housing project pro forma.
  - Expenses reimbursables not included in your lump sum prices
  - Hourly fees for additional work that exceeds the scope of this RFP.
  - Travel costs should you need to travel to Casper College. This should be a flat fee per day per person.
- **Bidder Presentations:** To aid in the evaluation process, the college may ask one or more firms to present. This should not be construed as negotiations or an indication of the college's intention to award.
- **Financial Statement:** Casper College reserves the right to request a bidder provide a financial statement(s) or other means to demonstrate the financial stability of your firm and its capacity to take on a project of this size.

### • **SECTION 3: Evaluation Methodology**

- Overview:
  - Casper College will conduct a comprehensive, fair, objective, and impartial evaluation of proposals received in response to this request for proposal. An evaluation committee will evaluate proposals. The evaluation committee is made up of members who represent subject expertise on the project.
- Evaluation Criteria:

- Proposals will be evaluated on, but not limited to, the following criteria (not necessarily in priority order).
  - Pricing: Although a concern, the bidder with the most favorable pricing may not necessarily be awarded the order. The award will be based on what is considered the best value to the college.
  - Specifications/Qualifications: Bidder has met the terms, criteria, and qualifications that are considered necessary and/or essential components of this proposal.
  - Reputation: Information acquired through references and other sources available to Casper College. Results of previous projects (if any) on our campus.
  - Experience: How much experience does the bidder and their personnel have with the work they are proposing.
  - Sub-Contracting: What portions of the work will be performed by the bidder and what portions of the work will be performed by sub-contractors?
  - Timeliness: Time required to complete the project. Can the bidder complete the project by the dates shown in the proposal?
  - Etc.: Other miscellaneous criteria.

#### • **SECTION 4: Instructions to Bidders and Bid Requirements**

- General Conditions:
  - The Procurement Department will receive proposals for providing a Student Housing Study. Proposals are due no later than **12/12/2024, 2:00 P.M. Mountain Time.**
  - Casper College reserves the right to waive irregularities and informalities, even those that are shown as mandatory requirements, as long as it doesn't give an advantage to the bidder submitting the proposal or disadvantage any competing bidders.
  - Casper College may also accept or reject any and all proposals. Casper College does not bind itself to the lowest proposal but rather the proposal that is felt to be in the institution's best interest. Although pricing is important, it is not the only factor considered when evaluating proposals.
    - Casper College reserves the right to negotiate with the successful firm, within the requirements of the RFP, in order to serve the best interests of Casper College. In the event Casper College is unsuccessful in negotiating a contract with the apparent best firm within a reasonable time frame, Casper College may begin negotiations with another firm. Respondents are cautioned, however, to submit proposals initially on a most favorable basis, since an award decision shall be made without any negotiation, based on price and terms of the original proposal
  - The bidder warrants that no kickbacks, gratuities, or contingency fees have been paid in



connection with this request for proposal and none have been promised. The bidder warrants that no one being paid pursuant to the proposal is engaged in any activities that would constitute a conflict of interest with respect to the purposes of the proposal.

- Casper College will ensure that minority business enterprises are afforded full opportunity to submit proposals. Casper College will not discriminate on the grounds of age, race, color, sex, creed, religion, national origin, or disability status. In addition, the successful bidder shall comply with the Americans with Disabilities Act and the Wyoming Fair Employment Practices Act.
- The bidder hereby certifies that all persons employed by their firm, their affiliates, subsidiaries, holding companies, or subcontractors are treated equally by their firm without regard to or because of age, race, color, sex, creed, religion, national origin, or disability as required by federal and state anti-discrimination laws. Violation of this certification may constitute a material breach of contract upon which the owner may determine to cancel, terminate, or suspend the contract.
- All proposals in response to this request become public records and are subject to public inspection. Any proprietary or confidential information must be clearly identified and can only be treated as such to the extent of the Open Records Act. Proprietary or confidential information is defined to be any information that is not generally known to competitors and which may provide a competitive advantage (pricing is not considered proprietary or confidential). Proposals in their entirety cannot be specified as proprietary or confidential.
- Preparation of Proposals
  - Bidders are encouraged to examine all documents, specifications, scope of work, addendum(s), and attend scheduled site visits associated with the request for proposal. Failure to do so will be at the bidder's risk. The RFP and all referenced documents must be used in the preparation of each proposal. Casper College assumes no responsibility for errors, misinterpretations, and/or verbal communication resulting from the use of incomplete proposal documents.
  - The bidder shall furnish the information required by the RFP. The bid form and all requested documents (*see SECTION FIVE*) shall be completed, signed, and returned by the respective firm's authorized agent. All required bid documents must be returned with the bidder's sealed bid.
  - Any deviation or substitution from the specifications, scope of work or drawings must be noted in detail and attached to the bid form. Complete specifications must be attached for any deviations or substitutions offered. In the absence of a specifications deviation statement and accompanying specifications, the bidder shall be held accountable for full compliance with the RFP specifications.
  - Failure to submit a specification deviation statement and accompanying specifications, if

applicable, may be grounds for rejection of the item(s) offered and or the entire proposal.

- A proposal may be rejected if it modifies any of the provisions, specifications, or minimum requirements of the request for proposal.
- Proposal prices must include all material, labor, bonds, insurance, profit, and delivery (FOB) Casper College, Casper WY. Include a copy of material and labor warranties when applicable. In case of an error in the extension of prices in the proposal, unit prices will govern.
- If applicable, please submit a schedule of values with each payment application in your proposal package. The schedule of values will need to be agreed upon by the bidder and Casper College. Paying invoices will be based upon the bidder successfully completing the deliverables within the stated deadlines, and upon the Agency's written acceptance of the deliverables or services. Casper College prefers the AIA G702 format.
- Any expenses incurred in proposal preparation, pre-bid meeting, site visits, submission, presentations, demonstrations, etc. are the responsibility of the bidder and will not be reimbursed by Casper College.
- All Bid Documents will be available free of charge at [www.caspercollege.edu/offices-services/purchasing](http://www.caspercollege.edu/offices-services/purchasing) and [www.rockymountainbidsystem.com](http://www.rockymountainbidsystem.com).
- Pre-Proposal Meeting and Job Walk
  - A non-mandatory pre-proposal meeting will be held on 12/3/2024 at 2:00pm mountain time. The meeting location will be the Gateway Building room 404 on Casper Colleges campus. After the meeting is concluded, a job walk will begin for potential bidders to view existing campus housing facilities.
  - This meeting and job walk are non-mandatory. Virtual attendance of the pre-proposal meeting may be arranged.
  - Casper College stakeholders will be present at the pre-proposal meeting to answer any questions with respect to the interpretation or clarification of this proposal. If these interpretations or clarifications are deemed essential / material, an addendum will be issued to all websites the RFP is posted.
  - All Bid Documents will be available free of charge at [www.caspercollege.edu/offices-services/purchasing](http://www.caspercollege.edu/offices-services/purchasing) and [www.rockymountainbidsystem.com](http://www.rockymountainbidsystem.com)
- Submission / Modifications / Withdrawals / Late Bids

- Sealed proposals should be accompanied by the attached Casper College – Bid Form and signed by the proper official of the firm. All sealed proposals must be in the possession of the Casper College Procurement Department representative by the due date and time. Any proposal that is not sealed or in possession of the representative by the due date and time will be rejected.
  - On the Bid Form the Total Lump Sum Price will need to include all costs to complete the item outlined on the Bid Form and in the proposal. This is including, but is not limited to all labor, materials, operations, inspections, permits, bonds, insurance, profit, accessories, incidentals, rentals, hotels, per diem, tax, shipping, and removal and proper disposal of existing materials.
  - Sealed Proposals must be mailed or hand delivered to:
    - Attention: Procurement Department GW#311  
Casper College  
125 College Drive  
Casper, WY 82601
  - Clearly mark on the outside of your sealed proposal “STUDENT HOUSING STUDY #CC600-24”.
  - A proposal that is in the possession of the Procurement Office may be modified or withdrawn by an email, fax, or letter bearing the signature or name of the person authorized for bidding, provided that it is received prior to the date and time set for the proposal opening.
  - Modifications must be initialed by the person signing the proposal.
  - If the pricing portion of your proposal needs to be altered, you must resubmit the revised pricing in a sealed envelope and it must be received by our Procurement department prior to proposal opening.
  - Telephone or verbal alterations or withdrawals of a proposal will not be accepted.
  - If a proposal is accepted and the bidder then fails to furnish the service agreed to in the proposal, that bidder may be eliminated from future consideration.
  - Telephone, fax, or electronic submittals will not be accepted.
- 
- Questions About the RFP / Addendums
    - All questions, inquiries, matters, issues, comments, and/or clarifications pertaining to the

request for proposal should be directed to the following individual.

- Shane Pulliam, Director of Procurement
  - 125 College Drive
  - Casper, WY 2601
  - Phone: (307) 268-2633
  - Email: [shane.pulliam@caspercollege.edu](mailto:shane.pulliam@caspercollege.edu)
- All questions, inquiries, matters, issues, comments, and/or clarifications pertaining to the request for proposal should be submitted no later than 12/5/2024 2:00pm mountain time. Any questions received after the deadline will not be accepted or considered. Casper College will try and post any addenda within 2 business days from the above date and time.
  - All changes or interpretations of the request for proposal will be made by written addendum. These will be made only by the Casper College Procurement Department. No oral or telephone interpretations of this bid proposal shall be binding upon Casper College. The addendum(s) will be posted on [www.rockymountainbidsystem.com](http://www.rockymountainbidsystem.com) and [www.caspercollege.edu/offices- services/purchasing](http://www.caspercollege.edu/offices-services/purchasing).
  - Bidders are responsible for checking these sites before submitting their proposals. All issued addendums should be acknowledged on the bid form.
- Bid Opening
    - A public bid opening of each bid received will be conducted on date: 12/12/2024 at 2:00pm mountain time. The location will be room 310 in the Gateway Building on the Casper College campus. The Bid opening is a public meeting, open to anyone interested in attending.
    - Each firm submitting a proposal agrees that their proposal shall remain valid for a minimum of forty-five (45) calendar days from the date of closing of this Bid.
  - Award and Contract Information:
    - A contract will be issued by Casper College for this project. The contract between Casper College and the successful bidder will include the wording contained in the formal written contract, the request for proposal, addenda (if any), attachments, purchase order(s), purchase order terms and conditions, as well as the bidder's response to the request for proposal.
    - The bidder expressly warrants to Casper College that it has the ability, expertise, and
      - Required legal credentials to perform the contract if awarded. In doing so it shall use the highest standards of professional workmanship.
    - Awarded bidder is prohibited from subcontracting, assigning, transferring, the contract its rights, title or interest therein, or its power to execute such a contract to any other firm

without the prior written consent of Casper College.

- In the event that the successful bidder decides not to accept the contract, Casper College reserves the right to grant the contract to the second successful bidder, reissue the request for proposal, or cancel the request for proposal.
- Required Documentation for Awarded Proposal
  - The bidder who is awarded this proposal shall provide a certificate of insurance showing the following minimum coverage and limits with Casper College as a named additional insured. This will need to be on file with the procurement department before work can begin.
    - Commercial General Liability
      - Each Occurrence \$1,000,000
      - Personal Injury/Advertising Injury \$1,000,000
      - General Aggregate \$2,000,000
      - Products/Completed Operations \$2,000,000
    - Business Automobile
      - Combined Single Limits \$1,000,000
  - Current State of Wyoming Unemployment Insurance Certificate of Good Standing and Workers' Compensation Certificate of Good Standing will need to be on file with the procurement department before work can begin.
  - Approval of the insurance by Casper College shall not relieve or decrease the liability of the bidder. All bidder's policies shall be primary and not contributory.
  - In the event that the successful firm shall fail to maintain and keep in force Comprehensive General Bodily Injury and Property Damage Liability Insurance, Workers' Compensation Coverage, and other insurance coverage's, as hereinabove provided, Casper College shall have the right to cancel and terminate the Contract forthwith and without notice.
- Qualifications of Bidder
  - The bidder may be required to submit three (3) letters of reference from past projects that are similar to the work described by the specification of the request for proposal. The preference would be that these projects were completed within the last three (3) years. The procurement department will need the names, phone numbers, and addresses of these references.
  - The bidder shall secure and pay for all federal, state, and local licenses and/or permits required for the work that is outlined in the request for proposal. Casper College will cooperate with the successful bidder in obtaining all licenses and/or permits. The successful bidder shall pay for any and all taxes, fees, and assessments attributable to the performance of the contract work and/or services.
- Laws and Regulations

- The successful firm shall comply with all laws, ordinances, and regulations of any applicable federal, state, county, or city government applicable to the performance of the services described herein. In addition, the successful bidder shall also comply with all Casper College policies.
- The bidder has the sole responsibility of compliance with all applicable State Statutes. Casper College reserves the right to request written verification of compliance.
- Environment, Health, and Safety
  - The bidder agrees to indemnify and hold Casper College harmless for any release of toxic wastes or hazardous material, and / or any violation of laws or regulations of the EPA or DEQ that is caused by the bidder.
  - The successful bidder shall take reasonable and proper care of Casper College property, facilities, and equipment under its care, custody, and control in a manner that shall not cause any violations, abuse, or misuse of said property, facilities, and/or equipment.

## **SECTION 5: Schedule of Activities**

Activity	Date	Time (our clock)
<i>Issue / Post RFP</i>	<i>11/11/2024</i>	<i>N/A</i>
<i>Pre-Proposal Meeting (recommended)</i>	<i>12/3/2024</i>	<i>2:00 pm</i>
<i>Last Date for clarification inquiries</i>	<i>12/5/2024</i>	<i>2:00 pm</i>
<i>Proposal submission deadline/Proposal opening</i>	<i>12/12/2024</i>	<i>2:00 pm</i>
<i>Award of presentations (if needed)</i>	<i>Week of 12/16/2024</i>	<i>N/A</i>
<i>Presentation Week</i>	<i>Week of 1/6/2025</i>	<i>N/A</i>
<i>Project Award</i>	<i>Week of 1/13/2025 (estimated)</i>	<i>N/A</i>
<i>Project Start</i>	<i>1/13/2025</i>	<i>N/A</i>
<i>Draft Report Due</i>	<i>6/30/2025</i>	<i>N/A</i>
<i>Final Report Due</i>	<i>7/31/2025</i>	<i>N/A</i>

Shane Pulliam



Casper College Director of Procurement

**SECTION 6: BID FORM**

<b>Casper College - Bid Form</b>			
<b>STUDENT HOUSING STUDY RFP #CC600-24</b>			
Qty	UOM	Description	Extended Price
1	LOT	Student Housing Study Document	
1	LOT	Expenses or Reimbursables (Not to exceed)	
		<b><u>GRAND TOTAL=</u></b>	
1	HR	Hourly Fees for additional Work that exceeds the scope of this RFP.	
<b>Received Addendum # 1 _____ Addendum # 2 _____ Addendum # 3 _____</b> (initial only if addendums were issued)			
<b>Bidder Information:</b>		<b>Comments:</b>	
Bidder Name:		Mailing Address:	
City:	State:	Zip:	
Phone Number:		Fax:	
Bidders Name (print):		Title:	
Signature:		Email Address:	
* Signing this form indicates you agree with all the conditions shown in this RFP, addendums (if any) and attachments.			



## ATTACHMENT A: Campus Housing Buildings

The following campus housing buildings are located on the campus of Casper College.

### MAIN CAMPUS

Building Id	Building Name	Short Bldg Name	GSF	Year Built
CA	Civic Apartments	CA	5,760	1/1/1965
TA	Inga Thorson Student Housing	TA	4,203	1/1/1983
WH	Wheeler Terrace Student Housing	WH	15,120	1/1/1970
RH	Residence Hall	RH	106,835	1/1/2011
Total College Gross Square Feet (GSF)			131,918	

## ATTACHMENT B: Information/Contacts

Names	Web-Sites
Casper College	<a href="http://www.caspercollege.edu">www.caspercollege.edu</a>
City of Casper	<a href="http://www.casperwy.gov">www.casperwy.gov</a>
Casper, Chamber of Commerce	<a href="http://www.casperwyoming.org">www.casperwyoming.org</a>
Advance Casper	<a href="https://advancecasper.com/">https://advancecasper.com/</a>
Natrona County	<a href="http://www.natrona.net">www.natrona.net</a>
Natrona County School District #1	<a href="http://ncsdweb.ncsd.k12.wy.us">http://ncsdweb.ncsd.k12.wy.us</a>
State of Wyoming	<a href="http://wyoming.gov">http://wyoming.gov</a>
Wyoming Medical Center	<a href="http://www.wmcnet.org">www.wmcnet.org</a>