



Request for Proposal:
Casper College New
Buildings Level I
Study

Request for Qualifications
Number: #CC598-24

PROPOSAL DUE DATE AND TIME:
January 16, 2025 – 2:00 P.M. Mountain Time

Request for Proposal Opening:
January 16, 2025 – 2:00 P.M. Mountain Time

Question Deadline:
January 9, 2025 – 2:00 P.M. Mountain Time

Non-Mandatory Site Visit:
January 7, 2025 – 3:15 P.M. Mountain Time GW 312

PROCUREMENT REPRESENTATIVE:
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TABLE OF CONTENTS

SECTION ONE: DEFINITIONS AND TERMINOLOGY

SECTION TWO: SPECIFICATIONS AND SCOPE OF WORK

SECTION THREE: EVALUATION METHODOLOGY

1. Overview
2. Evaluation Criteria

SECTION FOUR: INSTRUCTIONS TO BIDDERS AND PROPOSAL REQUIREMENTS

1. General Conditions
2. Preparation of Proposals
3. Pre-Proposal Meeting and Job Walk
4. Submission / Modifications / Withdrawals / Late proposals
5. Questions About RFQ / Addendums
6. Bid Opening
7. Award and Contract Information
8. Required Documentation for Awarded Proposal
9. Qualification of Bidder
10. Laws and Regulations
11. Environment, Health, and Safety

SECTION FIVE: SCHEDULE OF ACTIVITIES

SECTION 1: Definitions and Terminology

Wherever used in this request for qualifications (RFQ) 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.

Bidder / Firm: The company/vendor that is submitting a statement of qualifications (SOQ).

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

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.

Statement of Qualifications (SOQ) / Proposal / REQUEST FOR QUALIFICATIONS

(RFQ): This formal publicly released document outlining a need and inviting businesses to submit responses 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

1. Purpose

1.1. Casper College is accepting Statements of Qualifications (SOQs) from licensed architects and planners for Level 1 planning, development, and design of two (2) new buildings on the Casper College Campus. The intended structures will include a new School of Health Sciences and Industry Building that have been identified in our 2024 Campus Master Plan Refresh.

1.2. This project will consider planning and programming under the titles of reconnaissance and feasibility statutorily required for State funded projects. Casper College through it 2024 Campus Master Plan Refresh has identified the need for a new School of Health Sciences and a new School of Business and Industry industrial building. Casper College currently faces a space deficiency that hinders the growth of academic programs, research, and don't maximize educational relationships. The existing facilities are either outdated or inadequate to meet the increasing enrollment demands and evolving technology. The new construction aims to alleviate these issues by providing modern infrastructure to support innovative teaching, research, and interdisciplinary approach to education.

- 1.3. Casper Colleges 2024 Campus Master Plan Refresh is available at this URL:
https://www.caspercollege.edu/wp-content/uploads/2024/05/2024-Casper-College-Master-Plan-Refresh-FINAL_Completed.pdf
- 1.4. The successful bidder will be responsible for delivering Casper College a completed Level 1 Reconnaissance Study outline in Wyoming State Statue 9-2-108 (i).
- 1.5. Casper College also requires the completion of Level 1 Reconnaissance Study for each building. In addition, each building will need an individual conceptual design work, resulting in two separate studies and corresponding design efforts.
- 1.6. The conceptual design will need to include estimated overall cost, square footage, and space allocations.
- 1.7. This is not a Request for Proposals. Casper College is not obligated by this RFQ to award any contracts. Responding proposers may be invited to submit proposals pending the outcome of this request of qualifications.
- 1.8. Project Overview: This project will consist of:
 - Level 1 reconnaissance studies shall, to the extent possible:
 - Describe the project.
 - Identify the need for the project
 - Assess the status of proposed site ownerships, including existing conflicts, and recommendations for resolution of the conflicts and recommendations for resolution for the conflicts and any other potential obstacles. This needs to be done in cooperation with appropriate local, county, and state agencies.
 - Assess and describe local, state, and federal permits required for construction.
 - Assess environmental considerations and constraints.
 - Identify legal constraints to development.
 - Identify alternate sources of space to purchase and/or lease.
 - Summarize public testimony received at meetings held by the commission in the county of the proposed construction.
 - Contain the commission's recommendation to the legislature whether to terminate further consideration of the proposed project or to continue the project at its current level of study, or to proceed with further activity.
- 1.9. Possibility to proceed with the Level II Feasibility Studies.
- 1.10. Qualifications
 - The following are the mandatory qualifications and licenses for this project:
 - Professional Licensed and insured architect.
 - The managing professional/project managers to be licensed or registered in Wyoming prior the execution of a contract. Respondents should provide assurance that each managing team member will be able to expediently secure Wyoming license/registration.

- A work portfolio and reference that contains a minimum of three (3) similar projects with in the last five years.

2. Proposal Format

2.1. The Statement of Qualification shall be no more than thirty (30) pages. Cover page, table of contents, and divider tabs/pages will not count toward the total number of pages.

2.2. The Statement of Qualifications submittal shall be tabulated and include the following information, forms, and supporting information.

- **Tab 1:**

- General: Table of Contents and Executive Summary
- Table of Contents: The table of contents should include all items listed in each section.
- Executive Summary: The executive summary will condense and highlight the contents of the scope in such way as to provide the College with a broad understanding of the proposer's qualifications and approach to meeting the requirements of the RFQ.
 - Provide a statement stating that your firm meets the minimum qualifications requirement for this project.
 - Provide a statement indicating your firm's ability to commit personnel and resources to the project.
 - Single Point of Contact: The proposer should identify a single point of contact for all contract management activities and approvals. Also include the name, firm address, title and email address of the individual with signature authority. The proposer's Project Manager's name and resume should be submitted with the proposal. The successful proposal should not change the Project manager without written Agency approval.

- **Tab 2:**

- Please state the qualifications of the Firm and individuals involved with this project. Company information, key personnel information, past work on similar projects. Firm Qualifications submittals must include a listed summary of experience and certifications demonstrating qualifications.
- The proposer should include a company summary including the company history, geographic location, office location(s), company size, and the statement of technical areas of expertise.
- Please include an organization chart should be included with all proposed personnel, including the supervisor level, functional responsibilities, key personnel, and other staff members who will be involved in the project.

- **Tab 3:**

- Please include a list of successfully completed similar projects for which your firm has preformed in the last five (5) years. We are asking that firms have completed a minimum of three (3) similar project in this time frame. Key information that is needed on these projects is an overview of the project, project location, client information, clients contact information (if you can provide more than one contact for each project please do), start and end date of the project, construction costs, and size of the building(s).

- Casper College reserves the right to contact other State of Wyoming agencies regarding engagements they may have had with the proposer's company in the past, in addition to references provided in the proposal.
- **Tab 4:**
 - The proposer shall submit a services proposal containing a description of the services to be provided and a sequenced task listing identifying a comprehensive list of service activities, activity descriptions, and activity level of effort based on percentage of overall work, and activity responsible personnel.
 - The proposal should contain a design approach, quality control, and cost estimating methodology.
- **Tab 5:**
 - Please include a fee proposal sheet broken out by phase, and include hourly rate sheets, and reimbursables. Please include a break down sheet that would include the firms anticipated hours, reimbursements, and costs.

SECTION 3: EVALUATION METHODOLOGY

1. Overview:

1.1. 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.

2. Evaluation Criteria:

2.1. 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

1. General Conditions:

- 1.1. The Procurement Department will receive proposals for providing a Casper College a Level I study on two new buildings. Proposals are due no later than **1/16/2025, 2:00 P.M. Mountain Time.**
- 1.2. 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.
- 1.3. 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.
- 1.4. Casper College reserves the right to negotiate with the successful firm, within the requirements of the RFQ, 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.
- 1.5. 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.
- 1.6. 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.
- 1.7. 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.

1.8. 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.

2. Preparation of Proposals

2.1. 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 RFQ 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.

2.2. The bidder shall furnish the information required by the RFQ. All required bid documents must be returned with the bidder's sealed bid.

2.3. 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 RFQ specifications.

2.4. 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.

2.5. A proposal may be rejected if it modifies any of the provisions, specifications, or minimum requirements of the request for proposal.

2.6. 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.

2.7. 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.

2.8. 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.

- 2.9. All Bid Documents will be available free of charge at www.caspercollege.edu/offices-services/purchasing and www.rockymountainbidsystem.com.
3. Pre-Proposal Meeting and Job Walk
 - 3.1. A non-mandatory pre-proposal meeting will be held on 1/7/2025 at 3:15 pm mtn 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 the work site. Also, if you would like to Zoom in for the meeting please email shane.pulliam@caspercollege.edu by end of business on 1/6/2025.
 - 3.2. This meeting and job walk are non-mandatory but strongly recommended that bidders view the job-site(s) before bidding.
 - 3.3. 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 RFQ is posted.
 - 3.4. All Bid Documents will be available free of charge at www.caspercollege.edu/offices-services/purchasing and www.rockymountainbidsystem.com
4. Submission / Modifications / Withdrawals / Late Bids
 - 4.1. Sealed Statement of Qualifications should be 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.
 - 4.2. Sealed Proposals must be mailed or hand delivered to:
Attention: Procurement Department GW #311 Casper College
125 College Drive
Casper, WY 82601
 - 4.3. Clearly mark on the outside of your sealed proposal "Casper College New Building Level I Study #CC598-24".
 - 4.4. The Statement of Qualifications 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.
 - 4.5. Modifications must be initialed by the person signing the Statement of Qualifications.
 - 4.6. Telephone or verbal alterations or withdrawals of the Statement of Qualifications will not be accepted.

- 4.7. If a Statement of Qualifications is accepted and the bidder then fails to furnish the service agreed to in the RFQ, that bidder may be eliminated from future consideration.
- 4.8. Telephone, fax, or electronic submittals will not be accepted.
5. Questions About the RFQ / Addendums
- 5.1. 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
- 5.2. All questions, inquiries, matters, issues, comments, and/or clarifications pertaining to the request for proposal should be submitted no later than 1/9/25 2:00pm mountain time. Any questions received after the deadline will not be accepted or considered. Casper College will try and post any addendums within 2 business days from the above date and time.
- 5.3. 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 and www.caspercollege.edu/offices-services/purchasing.
- 5.4. Bidders are responsible for checking these sites before submitting their proposals. All issued addendums should be acknowledged on the bid form.
6. Bid Opening
- 6.1. A public proposal opening of each bid received will be conducted on date: 1/16/25 at 2:00pm mountain time. The location will be room 312 in the Gateway Building on the Casper College campus. The Bid opening is a public meeting, open to anyone interested in attending.
- 6.2. 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.
7. Award and Contract Information:
- 7.1. 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, addendums (if any), attachments, purchase order(s), purchase order terms and conditions, as well as the bidder's response to the request for proposal.

7.2. 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.

7.3. 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.

7.4. 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.

8. Required Documentation for Awarded Proposal

8.1. 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

8.2. 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.

8.3. 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.

8.4. 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.

9. Qualifications of Bidder

9.1. 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.

9.2. 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.

10. Laws and Regulations

10.1. 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.

10.2. The bidder has the sole responsibility of compliance with all applicable State Statutes. Casper College reserves the right to request written verification of compliance.

SECTION 5: Schedule of Activities

Activity	Date	Time (our clock)
<i>Issue / Post RFQ</i>	<i>12/16/25</i>	N/A
<i>Site Visit (recommended)</i>	<i>1/7/25</i>	3:15 pm
<i>Last Date for clarification inquiries</i>	<i>1/9/25</i>	2:00 pm
<i>Proposal submission deadline/Proposal opening</i>	<i>1/16/25</i>	2:00 pm
<i>Evaluation of RFQ's</i>	<i>Week of 1/20/25</i>	
<i>Award of a Contract</i>	<i>Week of 1/27/25</i>	N/A

Shane Pulliam

Casper College
 Director of Procurement