



LARAMIE COUNTY COMMUNITY COLLEGE
Cheyenne Wyoming

Request for Proposals

to provide

Landscape Architect

Due Date – Proposal Submissions

Monday, June 15, 2015 by 5:00 p.m.

RFP15-15008

Solicited by:

Department of Administration and Finance
Division of Contracting and Procurement
1400 East College Drive
Cheyenne, WY 82007

May 21, 2015

I. Proposal Overview

A. Solicitation Intent. Laramie County Community College (LCCC) is seeking a qualified, licensed with the State of Wyoming, professional and experienced landscape architect to provide design and guidance for two (2) areas on campus as noted on Exhibit A (in yellow).

1. LCCC wants to retain one (1) landscape architect to assist with landscape design in two (2) areas on campus at 1400 East College Drive, Cheyenne, WY. The first area is in the middle of campus called the "Mall". This area is the turf areas in the middle of the Mall, 8' Wide X 1,550' Length for a total of 12,400 sq. ft. The first area, LCCC wants to have all turf removed and install low maintenance, xeriscaping with small areas of drought resistant ornamental grass, plants and bushes. The existing irrigation will be down-sized to drip irrigation to water the newly installed plant material(s).
2. The second area is around the LCCC Arena Parking Lot, east of the Arena. LCCC wants to install low maintenance planters with drought resistant grass, plants, bushes and trees with drip irrigation around the parking lot. In order to supply irrigation, boring will be needed to go under approximately 100' of driveway and sidewalks.
3. All construction work, for both projects, will be completed by LCCC staff or a contractor hired by LCCC.
4. Exhibit A (Attached) indicates the areas described above.

B. Scope of Services

1. Architect shall provide LCCC with the following:
 - a. Schematic design (SD)
 - b. SD cost estimate
 - c. Review meetings
 - d. Final cost estimate
 - e. Construction Drawings and specifications ready for advertisement and competitive bidding if LCCC decides to do so.
2. The RFP shall include all the fees that will be charged per hour and estimate number of hours it will take to provide the landscape design plans and specifications.
 - a. If there is any additional work requested by LCCC, Architect must include how much would be charged per hour for additional work that is requested that was not included in the original scope of work.

II. Submission of Proposals

A. Participating firms shall submit one (1) original proposal and three (3) copies to the address below. Proposals shall have no more than fifteen (15) pages. **All**

submittals must be received no later than 5:00 p.m. (prevailing local time) on Monday, June 15, 2015 at 5:00 p.m. Proposals shall be sent or delivered to:

Jamie Spezzano
Director, Contracting and Procurement
Laramie County Community College
1400 East College Drive
Cheyenne, WY 82007
Office: (307) 778-1280

1. Proposal submissions may hand delivered, mailed, or sent via courier. Each respondent is solely responsible for the timely delivery of its proposal by the deadline prescribed above. LCCC will not be responsible for lack of timely delivery regardless of the reason. Failure to meet the submission deadline will result in removal from consideration.
 - a. Minority business enterprises will be afforded full opportunity to submit a proposal and will not be subject to discrimination on the grounds of race, creed, national origin, sex, or handicap in consideration for an award.
- B. Selection of the successful designer/firm will be based upon their demonstration of expertise and relevant experience. The Architect is requested to provide responses to the following:
 1. The name of the Architect and the managing principal if application.
 2. The physical and mailing address of the Architect.
 3. A brief description of the Architect's knowledge and experience in landscape design, specifically related to xeriscaping; and drought resistant grass, plants, bushes and trees. Please submit photos of relevant work.
 4. A list of at least three (3) references including names, addresses, phone number, and email of individuals at organizations familiar with the Architect's performance.
 5. The fees (provided in sealed envelope) that will be charged to provide completed construction drawings and specifications.
 6. The Architect's proposed scope of work, which, at a minimum must include the items listed in Section I, subsection B.
 7. The estimated amount of time that will be required to deliver the completed schematic design and subsequent construction drawings.
 8. Proposal shall be no longer than fifteen (15) pages.
- C. LCCC shall review all submissions and will select the Architect which in LCCC's determination, is the most qualified to complete the work. LCCC reserves the right to negotiate with successful Proposer any required changes and/or modifications to this RFP prior to signature of Agreement, if deemed in the best interest of LCCC to obtain the objectives and intent of this RFP, including, but not limited to, budget compliance, scope of work modification, additions and/or deletions.

- D. If submitting the RFP as a Wyoming Resident Company must bring proof of being a Wyoming Resident Architect. Certificate of residency must be current and on file with the State of Wyoming, Department of Work Force Services.
- E. LCCC reserves the right to reject any or all proposals, including without limitation, if they are, in its' sole discretion judged unacceptable, non-responsive, non-conforming, conditional, to waive any technical or formal defect therein, to accept or reject any part of any proposal.
- F. All proposals, including attachments, supplementary material, etc. shall become, upon submission to LCCC, the property of LCCC, and will not be returned to the Architect.

III. General Requirements

A. Acceptance of Submissions

The College reserves the right to accept or reject any or all submissions received as a result of this solicitation if they are judged to be unacceptable, non-responsive, non-conforming, or conditional; to waive minor irregularities; or to negotiate with any respondent, in any manner necessary, to serve the best interests of the College.

B. Certificate of Insurance

Awarded firm will be expected to meet the minimum insurance coverage requirements of the College per Appendix "A". No work will begin until the College is in receipt of an approved Certificate of Liability Insurance form.

C. Conflict of Interest

The undersigned firm certifies, under penalty of perjury, that to the best of their knowledge and belief, no member of the firm has a direct or indirect interest, financial or otherwise, in the award of this Proposal or in the services to which the Proposal relates. **Additionally, the firm shall identify whether any conflict of interest or known potential conflict exists regarding the future relationship between the College and your firm.**

D. Firm Representation

Firm's, by the act of submitting their proposal, represent that: They have read and understand the RFP document and their submittal is made in accordance therewith; They have familiarized themselves with the local conditions under which the work will be done to their satisfaction; and their submittal is based upon the requirements described in the RFP without exception.

E. Form of Contract

The College uses a standard contract for these services and award is contingent upon available funding and approval of this RFP. LCCC reserves the right to negotiate with the firm or entity who proposal best meets the needs of the College.

F. Incurred Expenses

Any costs incurred by the respondent in preparing and submitting a response to this solicitation will be the sole responsibility of the respondent and will not be reimbursed by the College.

G. Non-Collusion

The undersigned firm hereby certifies that is, its officers, partners, representatives, agents, or employees has not in any way colluded, conspired, or agreed, directly or indirectly, with any other firm, potential firm or person, in connection with this RFP, to submit a collusive proposal, or to secure through any unlawful act an advantage over other firms or the College.

H. Property of the College

Submitted Proposals and any other information submitted by respondents in response to this RFP shall become the property of the College. Such proposals, as property of the College, are subject to public disclosure as prescribed by Wyoming Statutes. Proprietary information must be clearly identified in writing and will be protected to the extent allowable by Wyoming Law and College Policy.

I. Public Information

All information, except that classified as confidential and/or proprietary, will become public information at the time that the Proposal is awarded in accordance with applicable sections of the federal "Freedom of Information Act (FOIA) and Wyoming State Statutes §16-4-201.

J. Respondent Inquiries

To ensure uniformity and consistency, strict rules shall apply to the communication process throughout the RFP process, therefore all questions and inquiries concerning this solicitation shall be submitted in writing, either as a signed original, legible facsimile, or electronic mail transmission. Oral questions and inquiries will not be allowed nor responded to. Questions and inquiries for this RFP shall be directed to:

Jamie Spezzano
Director, Contracting and Procurement
Laramie County Community College
1400 East College Drive, Cheyenne WY 82007
E-mail: jspezzano@lccc.wy.edu / Fax: 307.778.4300

K. Submission of Proposals

It is the responsibility of the proposer to carefully examine this RFP and be familiar with all of the requirements, stipulations, provisions and conditions of the RFP project. All changes, additions, alterations, or clarifications shall be done so via a written instrument known as an Addendum. Oral or telephone interpretations shall not be binding on the College.

Professional Services Insurance Requirements

Appendix "A"

CERTIFICATE OF LIABILITY INSURANCE

A. Insurance Coverage / Limits:

Consultants and/or their sub-consultants shall at its own expense, obtain insurance as detailed below from reliable insurance companies acceptable to Laramie County Community College (LCCC) and authorized to do business in the State of Wyoming in which the Work is to be performed, with limits as specified in U.S. currency or equivalent. Such insurance shall be in force at the time the Work is commenced and shall remain in force for the duration of this Contract, unless a later date is specified below.

- 1. Workers' Compensation and Employer's Liability Insurance:** Workers' Compensation insurance or its' equivalent, including Occupational Disease coverage, as required by law for all employees, agents, design engineers, design consultants, and subcontractors. Employer's Liability insurance (including Occupational Disease coverage) in the amount of **\$1,000,000.00 per accident**. Such insurance shall provide coverage in the location in which the work is performed and the location in which the Consultant is domiciled. The Consultant expressly agrees to comply with all provisions of the Workers' Compensation Laws of the state of Wyoming (*County of Laramie*) wherein said work is being performed.
- 2. Professional Liability:** This Agreement requires independent rendering and/or independent implementation of specific professional services; consequently the Consultant and their sub-consultants shall provide professional liability insurance coverage with a **minimum limit of \$1,000,000.00 per claim with an aggregate limit of \$2,000,000.00**.
- 3. Automobile Liability:** Liability coverage insurance on each motor vehicle used by Consultant shall be provided in the amount of \$1,000,000 each accident on a combined single limit basis for bodily injury and property damage.

B. Policy Requirements

- 1. Certificate Proof:** Prior to the commencement of the respective Contract and/or Agreement, the Consultant shall deliver certificates of insurance evidencing such policy or policies to the LCCC Director of Contracting and Procurement. Said "Certificate" may be mailed, faxed or e-mailed to:
 - E-mail: jspezzano@lccc.wy.edu
 - Fax: (307) 778-4300, Attn: Director, Contracting and Procurement
 - Mail: 1400 East College Drive, Cheyenne WY, 82007. Attn: Director, Contracting & Procurement
- 2. Additional Insured Clause:** LCCC shall be listed as the "Certificate Holder" on all policies, but only with respect to operations of successful firm under the Contract.
- 3. Notice of Cancellation:** Each insurance policy required by the insurance provisions of this Contract shall provide the required coverage and shall not be canceled or non-renewed except after thirty (30) days prior written notice has been given to the LCCC, except when cancellation is for non-payment of premium, then ten (10) days prior notice may be given. Such notice shall be sent directly to **LCCC, Director of Contracting and Procurement**.