



## **Request for Proposals**

*to provide*

## **Architectural Design Firms**

### **Due Date – Proposal Submissions**

**February 2, 2017 by 4:00 p.m.**

### **Questions Due by**

**January 26, 2017 by 4:00 p.m.**

***RFP-17120***

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

January 10, 2017

## **I. Proposal Overview**

**A.** Laramie County Community College (LCCC) in Cheyenne, WY invites architectural design firms to submit their qualifications for professional architectural services associated with necessary facility modifications and renovations which require programming design, documentation, cost estimating, scheduling, construction management and project closeout. It is the intent of LCCC to develop a “short-list” of firms which will be determined by evaluation of the Pre-Qualification Form submittals that demonstrate a firm’s ability to provide required services. LCCC reserves the right to limit the “short-list” to a maximum of two (2) primary architectural firms who shall then be retained via a professional services Agreement. In addition, it is anticipated that the retained firm(s) will be responsible for providing professional architectural design and management services for project work.

It is important to note that the first project envisioned will be a renovation project in our Crossroads Building with a budget under \$1,000,000.00. This project is targeted at renovating a large space into a “Student Engagement & Collaboration Center,” focused on teamwork space, use of technology, maximizing natural light, and creating an exciting area students would desire to collaborate together at and thrive. This will be a project we hope to undertake immediately upon award.

**B.** Project Description: The selected Firm(s) shall be responsible for providing professional design and management services for necessary facility modifications and renovations involved with modernization, and repair of LCCC facilities. The contractual relationship will be similar to federal IDIQ (indefinite delivery/indefinite quantity) contracts whereby the goal is to provide for an indefinite quantity of services during a fixed period of time. It is the intent of the college to award a three (3) year professional service Agreement to the selected Firm(s) to design and manage specific projects that may include (but not limited to) building exterior/interior upgrades, improvements and renewals; and equipment and system upgrades, improvements or replacements. Basic responsibilities involved with this professional service include, but are not limited to:

- i.** Overall project programming design and management services;
- ii.** Research and written documentation for specifications, drawings and construction documents;
- iii.** Cost estimating and scheduling;
- iv.** Preparation for and participation in bidding services;
- v.** Construction management services, including duties involved with monitoring of and compliance with federal reporting requirements; and,
- vi.** Post-construction administrative services.

It is important to note that the first project envisioned will be a renovation project in our Crossroads Building with a budget under \$1,000,000.00. This project is targeted at renovating a large space into a “Student Engagement & Collaboration Center,” focused on teamwork space, use of technology, maximizing natural light, and creating an exciting area students would desire to collaborate together in and thrive

academically, but not designed as a lounge space. This will be a project we hope to undertake immediately upon award. Proposers should focus their proposal materials with a focus on this project, and its concept. We anticipate beginning on the planning for this project in March, 2017.

## **II. Submission of Proposals**

- A. Participating firms shall submit one (1) original proposal and one (1) copy. **All submittals must be received no later than 4:00 p.m. (*prevailing local time*) on February 2, 2017.**
- B. Proposals shall be sent or delivered to:
- Jamie Spezzano  
Director, Contracting and Procurement\  
Laramie County Community College  
[jspezzano@lccc.wy.edu](mailto:jspezzano@lccc.wy.edu)  
Administration/Finance AM-108  
1400 East College Drive  
Cheyenne, WY 82007  
Office: (307) 778-1280
1. Proposal submissions may be e-mailed, delivered, mailed, or sent via courier; LCCC will not accept a faxed. 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.
- C. While not anticipated, LCCC reserves the right to request an oral/onsite presentation after all proposals are reviewed.
1. LCCC will request cost proposals from the firms selected to provide an oral/onsite presentation. Cost proposals are not required for this RFP response.
- D. Selection of the successful provider will be based upon their demonstration of relevant expertise and product quality with higher education projects. Vendors responding to this RFP are instructed to adequately respond to requirements as requested in each section (sections are requested as indicated below).
1. **Section 1: Cover Letter**

The cover letter should be considered a summary of your proposal.
  2. **Section 2: References**

Provide three (3) references, for work performed in the higher education field, with information to include: company name, contact person, address, phone number and email address.
  3. **Section 3: Qualifications**

For proposed team, include: firm name, address, proposed role in LCCC's contract, brief resumes of key personnel proposed for this contract (name, year(s) experience, role in this contract, firm name & address, education, current professional registration, and other professional qualifications), relevant projects (title & location, dates, scope/size/cost, firm) or submit Standard Form 330 (SF330).

#### 4. Section 4: Subcontractors

Complete this section for all key subcontractors.

#### 5. Section 5: Design Capabilities

Description and information that illustrates firm's design capabilities relevant to LCCC's needs noted in Section I, A, specific to the higher education field.

#### 6. Section 6: Examples

Provide examples of recent projects (within 5 years) of similar size and complexity (preferably in the higher education field).

### III. Questions

- A. All inquiries, matters, issues, questions, answers, comments and/or clarifications concerning this RFP shall be directed to the following individual, and shall be done via e-mail to:
1. For matters pertaining to this RFP Document, contact:
    - Jamie Spezzano, Director of Contracting & Procurement
    - 1400 East College Drive
    - Cheyenne, WY 82007
    - Phone: (307) 778-1280
    - Fax: (307) 778-4300
    - E-mail: [jspezzano@lccc.wy.edu](mailto:jspezzano@lccc.wy.edu)
  2. All matters, issues, questions, answers, comments, and/or clarifications concerning this RFP shall be submitted no later than **January 26, 2017 at 4:00 p.m. MST** and may be emailed, mailed, faxed, or hand-delivered.
  3. All matters, issues, questions, answers, comments, and/or clarifications that alter, modify, or change the original RFP intent or language will be addressed formally via a written RFP Addenda. Information gathered by respondents through verbal conversations, phone conversations, e-mails and fax transmittals will NOT be considered formal information and should NOT be used for proposal preparation.

### 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. 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.**

#### C. 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.

**D. 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.

**E. 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.

**F. 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.

**G. 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.

**H. 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.

**I. 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](mailto:jspezzano@lccc.wy.edu)

**J. 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.