

PRE-QUALIFICATION FORM (PQF)

PROFESSIONAL ENGINEERING SERVICES

Document No.: PQF-17232

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Section 1

General Information and PQF Instructions

1. Introduction: Laramie County Community College (LCCC) in Cheyenne WY invites engineering firms to submit their qualifications for professional engineering, to include electrical, mechanical and civil, services associated with annual major maintenance projects which require 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 and scoring of the Pre-Qualification Form submittals that demonstrate a firm's ability to provide required services.
2. Project Responsibilities and Description: The selected Firm(s) shall be responsible for providing professional design and management services for annual major maintenance projects involved with modernization, renovation 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 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. Specific projects will involve funding from different revenue streams, including federal monies. Basic responsibilities involved with this professional service include, but are not limited to:
 - a. Project design; and,
 - b. Documentation for specifications, drawings and construction documents; and,
 - c. Cost estimating and scheduling; and,
 - d. Preparation for and participation in bidding services; and,
 - e. Provide construction and project management services.

3. Instructions for Submittal of Pre-Qualification Forms: This Pre-Qualification Form (PQF) shall be completed in its entirety as formatted and submitted by the respective Firm no later than **June 13, 2017 @ 3:00 p.m. (MST)**. Please submit all Pre-Qualification Forms and required information via hand-delivery, U.S. Mail, or courier service to:
- Jamie Spezzano: Director, Contracting and Procurement
 - Laramie County Community College
 - 1400 East College Drive, Cheyenne WY 82007

Each PQF shall be in 8-½" x 11", vertical format, consisting only of the information specified within this respective PQF. Fold-out 11" x 17" pages are acceptable. Submit one (1) clearly identified original and four (4) copies of each bound document. Supplemental information will be rejected unless specifically requested per this document. The PQF submittal should be concise, to the point, and follow the format described within this PQF.

Firms are expected to complete in its entirety, the PQF otherwise respective submittal shall be considered unacceptable, non-responsive and/or non-conforming, and shall subject to rejection. Whenever requested by this document, Firm is expected to complete in detail and **attach** additional documents as required by this PQF. Specific attachments shall be organized in order and referenced and defined by a heading which corresponds with the required attachment of this PQF.

It is the responsibility of each Firm to maintain current information regarding prequalification. Firms are required to notify LCCC within ten (10) business days of any material changes to the information contain in this PQF. If any of the conditions in this application are violated by the Firm or any responses are found to be materially untrue, prequalification of the Firm will be rescinded.

A PQF submittal will be considered late if received at any time after 3:00 p.m., on Wednesday, June 23, 2010. Submittals received after the specified due date/time will not be considered and will be returned unopened to the sender.

4. Format and Required Documentation for PQF Submittals: All PQF submittals shall contain the following documents and information; and shall be organized, tabbed and bound into one (1) document per the below criteria. Each Tab shall be organized in sequential order in accordance with respective PQF SECTIONS and when applicable shall reference the appropriate "heading" or "paragraph". Failure to submit these documents and information shall be cause to classify the respective PQF submittal as unacceptable, non-responsive, non-confirming or conditional and shall result in rejection.
- a. Submit one (1) clearly identified original and four (4) copies of each bound document containing the data summarized per Paragraphs "b" through "g" below.
 - b. Tab 1: Letter of Interest: The cover letter shall briefly summarize the Firm's qualifications and past experience relevant to this PQF. A principal or officer authorized to execute legal documents on the Firm's behalf shall sign the letter. Cover letter is to be limited to one (1) page.

- c. Tab 2 - PQF Section 2: On a separate firm letterhead, submit requested information on team and project personnel.
- d. Tab 3 - PQF Section 3: Submit information requested per SECTION 3 of PQF, ensuring that all attached information is provided on firm's letterhead and listed in sequential order.
- e. Tab 4 - PQF Section 4: On a separate letterhead and or spreadsheet, submit information requested per SECTION 4 of PQF.
- f. All PQF submittals shall be limited to a total of twenty (20) pages in content length, specifically to include or exclude:
 - Exclusions: Front & Back covers, Tab sheets
 - Inclusions: Required content per PQF including all stated "Attachments defined per the respective Section.

5. Professional Regulation Requirements: Wyoming law requires corporations, partnerships, and sole proprietorships practicing professional engineering to be licensed with the Secretary of State's office. Corporations, partnerships, limited liability partnerships, limited liability companies and sole proprietorships operating under an assumed name shall provide the LCCC Director of Contracting and Procurement with a copy of their professional Firm license, copies of the individual license of the principal in charge of the respective practice of engineering.

Throughout the term of the subsequent professional services Contract, the successful Firm shall carry and pay the premium for Certificate of Liability Insurance per Exhibit "A", with such policies of insurance limits satisfactory to LCCC as will protect LCCC; its Board of Trustees, officers, employees, and agents; individually and collectively, and the successful Firm from Worker's Compensation claims and from any other claims for damages to property or for bodily injury, including death, which may arise from or in connection with the operations under this Contract, whether such operations be by the successful Firm or by any subcontractor Firm or anyone directly or indirectly employed by either of them. Such insurance shall cover all contractual obligations which the successful Firm has assumed.

6. PQF Schedule: The below schedule is subject to change:
- Advertise and seek solicitation: May 23 & 26, 2017
 - Questions due: May 31, 2017
 - Pre-Qualification Forms due: June 13, 2017
 - Review and evaluation of PQF submittals June 13-27, 2017
 - Possible interview short-listed Firms July 6, 2017
 - Award Contract to recommended firms August 1, 2017

7. Evaluation of PQF Submittals and Selection Process: The following general criteria will be used in evaluating and rating the PQF submittals from interested engineering firms. LCCC reserves the right hereunder to modify these criteria, add or delete criteria, and conduct interviews with some or all interested firms prior to the completion and selection of finalist(s). The order of the following criteria is not intended to imply priority or importance and shall include: experience and technical competence; professional competence; proposed fees and schedules; past performance; capacity of the proposed team to accomplish

the services; knowledge of the locality and geographical proximity to Cheyenne WY; and extent of small business participation.

- a. Appropriate personnel and commitment to perform the design and management services required to efficiently and effectively complete the annual major maintenance projects, including the personal commitment of the designated primary engineer to remain actively involved in all phases of each specific project from initial design through construction, occupancy and warranty.
- b. Professional experience and background, relevant experience in design and management of educational facility major maintenance projects, relevant experience in the design and management of projects involving federal monies, and current workload and commitments of the designated team personnel.
- c. The skills and resources used to develop the design and technical documentation; provide research and investigative services; maintain effective communication and teamwork; and adhere to collaborative efforts.
- d. Ability to interpret, translate and execute specific major maintenance projects into accurate drawings and specifications for the construction documents.
- e. Ability to demonstrate cost and quality consciousness throughout the design and construction phases; ability to properly plan and maintain schedules and meet deadlines; and ability to provide and maintain accurate budgets per project.
- f. Ability to provide and maintain competitive fee schedules for project team.

LCCC reserves the right to reject any or all PQF submittals, 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 submittal, to reject or disapprove of any consulting Firms as may be in the best interests of LCCC. LCCC reserves the right to determine that a Firm has substantially met the PQF requirements and/or to ask for additional information. If a submittal contains variations from the terms and conditions set forth in this PQF or if you fail to comply with a specific requirement, LCCC may, at its sole discretion, reject said submittal as non-responsive.

Cost and fee schedules will **not** be the sole basis for selection, since it is in LCCC's best interest to retain Firms that has significant professional credentials, experience, qualified personnel, adequate resources, an acceptable plan, and a management style which best meets the PQF needs and is in the best interests of the college.

8. **Questions and Answers:** All inquiries, requests, matters, issues, questions, comments, and/or clarifications concerning this RQF shall be directed to the office of the Director of Contracting & Procurement, and shall be done so in writing via email to jspezzano@lccc.wy.edu only. Oral questions, inquiries or requests will NOT be allowed nor responded to. Participating Firms will be able to submit written inquiries, questions or requests for additional information **prior to May 31, 2017.** All written inquiries, questions or requests are considered public

information and shall be answered and sent to all participating Firms. EXCEPTION: LCCC will exercise its discretion on whether any inquiry, question or request and subsequent response should be held in confidence.

9. Submittal Rejection: Nothing herein contained shall be construed to deny LCCC of the right to reject any PQF submittal, or to refuse to issue a proposal to a potential Firm where circumstances or developments have, in the opinion of LCCC, changed the qualification or responsibility of the respective Firm.
10. PQF Costs: LCCC is not liable for any cost incurred by Firms prior to issuance of a legally executed contract. No property interest, of any nature, shall accrue until a contract is awarded and signed by all concerned parties.

END OF SECTION 1

<p style="text-align: center;">SECTION 2 <i>Engineering Team and Project Personnel</i></p>
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This SECTION shall be described in accordance with Paragraphs A through E below and submitted under Tab 2. "Not Applicable" is considered an unacceptable response to statements or questions, please explain why same is not applicable.

Team and Project Personnel:

- A. Identify and submit the names, qualifications and titles of the personnel who will be assigned to this contractual obligation, describe their educational background, indicate their present assignments, their availability for the duration of this obligation (*3-years minimum*), and the degree of involvement of each individual assigned to the team.
- B. Provide an organizational chart of the proposed team/project personnel.
- C. List any outside engineering and consulting Firms, their respective discipline and the customary fee arrangement your Firm proposes to use for this contractual obligation.
- D. Indicate why your Firm and the proposed team in particular should be selected for this opportunity; describe the strengths and applicable experience of both the Firm and the team members.
- E. Provide a listing of all current projects, including projected workloads you will be involved with, the impact these commitments will have on your proposed team.

END OF SECTION 3

SECTION 3

Project Experience, Philosophy and References

This SECTION shall be completed and described in its entirety and submitted under Tab 3. "Not Applicable" is considered an unacceptable response to statements or questions, please explain why same is not applicable. NOTE: "Attachments" required in SECTION 3 shall be inserted in Tab 3.

Experience:

- A. **Attach** a listing of three (3) relevant educational major maintenance projects your Firm has completed within the last seven (7) years in which your Firm was the primary engineer. At a minimum, the listing shall include:
- Description of each project
 - Location of each project, length of each project (*design through substantial completion*) and date of completion per project.
 - Cost of each project
 - Unique features of each project

- B. Has your Firm ever participated in a multi-year major maintenance contractual arrangement? Yes No

If the answer is yes, please provide the name of institution who executed the contract, length of the contract, dates of the contract, and the estimated total value (*construction cost*) of the work that was accomplished.

- C. Has your Firm ever participated in major maintenance projects that involve federal monies? Yes No

If the answer is yes, please provide and attach the details of these projects to include the information noted above in Paragraph A.

- D. Has your Firm ever completed major maintenance projects that involve co-mingled monies (*combination of federal and state, etc*)? Yes No

- E. Describe and **attach** how your Firm provides quality control/quality assurance from the design phase through substantial completion.

- F. Describe and **attach** how your Firm stays up to date on educational and local codes and regulatory requirements. In addition, describe your experience and relationships with City of Cheyenne WY, Laramie County WY, and state of Wyoming regulatory agencies.

- G. Describe and **attach** your management strategies for dealing with multiple design/construction projects simultaneously. Identify the Firm's resources which are in place to deal with this scenario.

- H. Describe and **attach** how you will assure proper and accurate coordination of all design disciplines into a complete document package and subsequent project.

- I. Describe and **attach** your Firm's policy regarding errors and omissions in plans, specifications and drawings.
- J. Describe and **attach** a brief summary of your experience in specialized major maintenance work, and any specialized design work that your Firm has completed in the past five (5) years.

References:

- A. Attach a separate sheet, from educational institutions which have received your professional services related to major maintenance projects (*minimum of three*).
 - Company name
 - Address
 - Phone number
 - Point-of-contact
 - E-mail address
 - Dates of service
 - Projects

The Firm grants permission for LCCC to contact all named references for further information, unless specifically stated otherwise in writing.

END OF SECTION 3

SECTION 4
PQF Submittal, Fees, Schedules and Signature Page

This SECTION shall be completed in its entirety and submitted under Tab 4. "Not Applicable" is considered an unacceptable response to statements or questions, please explain why same is not applicable. NOTE: "Attachments" required in SECTION 4 shall be inserted in Tab 4.

PQF Submittal, Fees and Schedules

- A. **Attach** a fee schedule and hourly rate schedule for all staff/team members (*including professional and non-professional disciplines*) that will or may be assigned to this contractual obligation.

- B. **Attach** a listing of reimbursable expenses your Firm will apply to this obligation, along with the billing rates for each expense such as, but not limited to: mileage, photocopies, film, office supplies, etc.

Signature Information

- As a condition of prequalification, the Firm:
- a. Has read, understands and will comply with all instructions to this PQF; and,
 - b. Shall have an affirmative duty to update significant information within ten (10) days of any change; and,
 - c. Swears that all information provided by it, is true; and,
 - d. Agrees that if any of the above conditions are violated by the Firm or any responses are found to be materially untrue, the prequalification of the Firm will be rescinded.

By submitting this Pre-Qualification Form on behalf of the Firm, I certify that the Firm has taken reasonable steps to verify the information contained in this document. Firm understands that information or certifications that are false, fictitious, or fraudulent may result in rejection of their pre-qualification privileges.

THIS PRE-QUALIFICATION FORM IS CERTIFIED TO BE TRUE AND CORRECT AND MUST BE SIGNED BY THE FIRM'S PRESIDENT, VICE-PRESIDENT, CEO, PARTNER OR SOLE OWNER:

Signature

Printed Name

Title

Firm

e-mail

Date

Information contained herein is confidential to Laramie County Community College, and for no other parties; and is for the express use and purpose of determining the Firm's abilities to qualify for the above proposed services as submitted.

END OF SECTION 4