



Request for Proposals

to provide

Residence Hall Architectural Design Firms

Due Date – Proposal Submissions

April 18, 2017 by 4:00 p.m. (MST)

Questions Due by

March 31, 2017 by 4:00 p.m. (MST)

RFP-17167

Solicited by:

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

March 23, 2017

I. Proposal Overview

A. LCCC is desirous in contracting with an architectural firm, and their associated partners, that have extensive experience and expertise designing Residence Hall living complexes for the higher education community. The college wants to contract with a firm that has targeted residential living design expertise with completed projects relevant to our planning needs. The college desires an innovative residence hall living design that maximizes value, and emphasizes social gathering & engagement space.

B. Project Description:

LCCC will select an architect to accomplish the following scope of services:

Assume three capacity scenarios:

- 300 bed facility, 2 beds per room
 - 348 bed facility, 2 beds per room
 - 400 bed facility, 2 beds per room
1. LCCC desires to construct its new residence hall, and necessary parking, immediately adjacent to the west side of the current residence hall complex.
 2. Develop a facility program summary to include summary of spaces; described by name, purpose, area, # of people accommodated, and description of space function. This summary will identify critical assumptions, define overall concepts, specifically for the three occupancy scenarios mentioned above.
 3. The Selected Firm will provide a detailed facility program, equivalent to completed Level 1 (Reconnaissance) and Level 2 (Feasibility) planning studies, up to and including a schematic design. This will include drawings and written narratives that establish all major parameters of facility design. Deliverables to include, but not limited to:
 - Proposed facility schematic design
 - Proposed floor plans and room layouts, including estimated square footage (both gross and assignable)
 - Total project cost estimates, with breakouts of anticipated sub portions, such as; construction costs (including site development), soft costs (design fees, geotech, surveying, material testing, planning fees, etc), and FF&E.
 - Proposed project schedule including programming, funding, design & construction with occupancy occurring in August of 2020.
 - Renderings sufficient for publishing to the community.
 - Completion of work under this proposal no later than October 31, 2017

II. Submission of Proposals

- A.** Participating firms shall submit one (1) original proposal and seven (7) copies and one (1) electronic proposal on USB. One (1) cost proposal shall be submitted in a separate sealed envelope, labeled “*RFP-17167 Cost Proposal*”. **All submittals must be received no later than 4:00 p.m. (MST) on April 18, 2017.**
- A.** Original proposal shall be clearly stamped or marked “*Original*”.
- B.** One separate envelope labeled “RFP-17167 Cost Proposal”.
- C.** Proposals shall not exceed forty (40) pages total, excluding cover and tab dividers, and must be numbered at the bottom of each page.
- B.** Proposals shall be sent or delivered to:
- Jamie Spezzano
Director, Contracting and Procurement
Laramie County Community College
jspezzano@lccc.wy.edu
Administration/Finance AM-108
1400 East College Drive
Cheyenne, WY 82007
Office: (307) 778-1280
- A.** Proposal submissions may be delivered, mailed, or sent via courier; LCCC will not accept a faxed or e-mail. 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.** LCCC reserves the right to request an oral/onsite presentation after all proposals are reviewed.
- D. PROPOSALS REQUIREMENTS:**
- 1.** Cost Proposal: Submit a separate, sealed envelope with a cost proposal as detailed in Section I, B above.
 - 2.** Proposals: Selection of the successful provider will be based upon 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).
 - A. Section 1: Cover Letter**

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

Provide three (3) references, for work performed in the residence hall design, with information to include: company name, contact person, address, phone number and email address.

C. 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), and relevant projects (title & location, dates, scope/size/cost, firm).

D. Section 4: Subcontractors

Complete this section for all key subcontractors, include brief resumes of key personnel proposed for this contract (name, years of experience, role in this contract, firm name, address, education current professional registration, and other professional qualifications)

E. Section 5: Design Capabilities

Description and information that illustrates firm's design capabilities relevant to LCCC's needs noted in Section I, B, specific to the higher education field. Identify and describe specific concerns or issues this RFP may pose, or that your proposal cannot conform to as related to the RFP specifications, requirements, terms, conditions, and provisions. Identify and briefly summarize the critical factors that need to be resolved as they related to programming design, and construction of this project.

F. Section 6: Examples

Provide examples of recent projects (within eight (8) years) of similar size and complexity (preferably in the higher education field in designing residence halls).

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
 2. All matters, issues, questions, answers, comments, and/or clarifications concerning this RFP shall be submitted no later than **March 31, 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.

IV. Proposed RFP Schedule

- March 23, 2017 Issue RFP
- March 31, 2017 Questions due
- April 18, 2017 Proposals due
- April 18 – April 25, 2017 Proposal(s) evaluation
- May 2, 2017 Interview short list/finalist
- May 16, 2017 Award contract
- September 30, 2017 Perform Level II
- October 18, 2017 Present to Board of Trustees and other stakeholders

V. 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

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.