



LARAMIE COUNTY COMMUNITY COLLEGE
Cheyenne Wyoming

Request for Proposals

to provide

LCCC Agriculture & Equine Master Plan
RFP-19105

Solicited by:

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

January 8, 2019

Agriculture and Equine Master Plan RFP

Laramie County Community College (LCCC) is interested in receiving proposals from qualified entities to develop a comprehensive master plan for its agriculture (ag) and equine programs and facilities.

For many years, this realm of the college has received sporadic funding that has not kept pace with the growing maintenance needs, and no methodical thought or careful evaluation has been given to how these programs can grow or should grow.

LCCC would like to initiate a comprehensive master planning process that thoroughly assesses the current state, and based on relevant data, reaches conclusions on how it should or could be managed into the future.

CURRENT PROGRAM/TEAM STATUS:

The Ag and Equine complex currently houses the following existing programs/teams:

- **Colt Training Program**
This is a popular program with capacity for growth if there were space on campus for both horses and indoor arena/labs. Classes are taught primarily in the daytime and utilize the arena and round pens. Colts are kept in the indoor stalls. The program currently runs about 16 students/horses with a maximum capacity of 45 students/horses.
- **Equine Evaluation Class**
This course serves dual purposes as it is part of the equine science program and the colt training program. This course can also be used as a working opportunity for the Equine Judging Team. Horses housed on campus for other reasons are utilized in this course with a maximum capacity of 22 horse/riders with the option to open additional sections if demand exceeded 22. This course utilizes in the indoor arena during the daytime.
- **Agriculture-Horticulture**
Agriculture and horticulture classes are currently spread across campus with most of the classrooms in the ag building and the ag lab space north of the arena. The greenhouse is very small and located in the science building. The facilities for these programs are not currently up to animal-handling standards and the mix of rodeo livestock, show team livestock, and animal handling sheep, pigs, goats, and cattle add significant biosecurity risks due to lack of space.
- **Rodeo**
This team practices 5-6 days a week, primarily in the afternoon and evening during the week as the arena is full with equine classes. Students bring their own horse(s) and require housing and space for hay, feed, and tack. This team also requires facilities for housing and handling of rough stock (bulls and horses) as well as roping cattle (steers, calves) and a handful of goats. This is a popular team that is currently a maximum capacity with 35 students and 90 horses. Facility
- **Equestrian (IHSA)**
This team practice five days a week in the indoor arena. Due to lack of space and arena availability the team is currently paired with a class in order to have arena time. These students utilize donated horses that require stalls on campus as well as hay and feed storage and tack rooms. This team has a capacity of 20 horses with 18 western riders and 14 hunt seat riders.
- **Ranch Horse**

This is the newest team to LCCC and the fastest growing. Students bring their own horses and they are housed on campus. The team practices 5-6 days a week and due to lack of arena time, currently shares with a class. The team currently has 16 riders with a maximum capacity of 20 riders and 20 horses. This is a team that could grow over time beyond the 20 riders, and students would prefer to bring more than one horse (like the rodeo team does).

- **Livestock Show Team**

This team primarily shows cattle throughout the entire year (August to April). These show cattle need pens and cover from the weather as well as working facilities including wash racks and areas for fitting. With space, this team could diversify and show different livestock including pigs, sheep, and goats. Biosecurity measures including keeping these show cattle separate from all rodeo livestock. This team has a capacity of 15-20 students and 6-10 head of cattle.

- **Livestock Judging Team**

The Livestock Judging Team works out primarily at ranches and livestock owner facilities off campus. This team does host a camp in the summer time and use the arena and livestock lab space, however the summer does not pose a conflict with other teams and classes in terms of facilities. This team has a capacity of 15 students.

The Ag and Equine complex currently has desires for the following new programs/teams:

- Agriculture Education (transfer)
- Agriculture Communication (transfer)
- Horticulture (Greenhouse Management and Hydroponics)
 - Landscape Horticulture
- Meat Science (works well with a Meat Judging Team)
- Turf grass management (collaboration with local golf courses)
- Meats Judging Team
 - Facility Needs: meat lab OR MOU with an area packing plant or UW/CSU
 - 15 students
- 3-Day Eventing Team
 - Facility Needs: partnership with Archer and Allyson Murphy (jumping and horse board would be off-site)
 - 12-15 students
 - 15-20 horses

PROJECTS

It is currently envisioned that there are 10 specific projects to be addressed in the master planning process:

Project 1: Horse Stalls

- Stalls
 - Total: 250
 - 122 new outdoor stalls (partially covered – see blue and white facility) (total: 150)
 - 50 new indoor stalls (total: 100) – addition to current building
 - Best if we can house team horses separate and one horse per run for biosecurity
- Six-stall horse quarantine barn (covered but not enclosed) – away from other horses.

Project 2: New Indoor Arena

- Indoor Arena (tear down existing outdoor arena and build new)
 - 175x300
 - Space for round-pens (permanent) (can add portable as needed)
 - New bucking chutes
 - Sound System
 - Tie Rails
 - Could include stalls
 - Limited seating
 - Bathrooms
 - Office
 - Feed room
 - Tack Room(s)
 - Vet Room Space
- Equipment needs for new facilities
 - Tractor
 - Drag – with water tank
 - Gator

Project 3: Hay Barn

- Hay Barn
 - To house 50 storage lots (10-12 feet) – look at Sheridan’s Barn
 - Big enough to move a bobcat in and out
 - Could combine hay/horse stall facilities with indoor space deep enough for a hay locker for each stall/run)

Project 4: Pasture Upgrade

- Parking to the north (in the current pasture) – includes full hook-ups for electric and water for living-quarter trailers.
- Improve the fending in the “trap” (pasture area behind the barns) to better move livestock)
- Create 10 turn-out pens – exclusive for only horse turn-out
- Create a one-way drive which allows for a bio-security checkpoint for animals coming into the facility.

Project 5: Livestock Barn and Handling Facilities – Additions and New

- Livestock holding and handling facilities (between existing and proposed large indoor arenas)
 - Allow for loading and unloading livestock in the middle
 - Ability to move rough-stock to either arena as needed using animal handling best-practices
- New livestock waterers (old ones are crumbling)
- Working facilities for livestock that are considered best practices (we teach animal handling and do not have facilities that demonstrate the industry standards (Temple Grandin)). These include alleys, pens, and chutes.

Project 6: Multi-Use Livestock Facility (not horses) - New

- Multi-Use Livestock (not horse) (multiple species) Facility including handling areas, housing, classrooms and an agriculture wet lab. Ideally this facility would be separate (see drawing) from housing of team livestock for biosecurity. Includes a sound system and a new classroom.
- Livestock handling and working facilities demonstrate industry standards.

Project 7: Smaller Indoor Arena (addition to the north of main arena)

- Re-work the current livestock lab space adjacent to the large arena:
 - Expand to 80x150
 - Replace flooring with arena sand
 - Fence for a smaller equine riding lab/event warm-up space

Project 8: Greenhouse

- Greenhouse and working lab for horticulture programs (partnership with LCCC Grounds to provide plants/flowers for campus) (would be part of new programs)
 - Classroom within the facility

Project 9: Upgrade Existing Classrooms/Labs

- Re-worked lab in the existing building specific to plant-based courses

OTHER CHALLENGES

The Ag and Equine complex currently identifies the following other challenges to be considered in the master planning process:

- Maintenance issues both to catch up and then planning for regular maintenance going forward
- Faculty/Coaches
 - Will need new faculty for proposed new programs
 - Consider a full-time Livestock Judging Coach to be competitive with the standard
- Ideas
 - If we can house all the program/team horses in new facilities – use the existing indoor stalls to rent out for on-campus events
- Limitations and Constraints
 - Sustainable Maintenance and Planning
 - Scheduling
 - Parking
 - New programs will require new faculty/coaches

SCOPE OF WORK

Given the above detailed programs/teams, new interests, desired projects and other challenges, LCCC seeks the following deliverables:

1. Evaluation of the current usage of facilities across all programs and teams, and any relevant recommendations.
2. Evaluation of the current staffing levels used to manage and maintain all programs and teams, and any relevant recommendations.
3. Evaluation of the current state of the physical infrastructure that serves all programs and teams, and any relevant recommendations.
4. Establish updating of the Facility Condition Indexes (FCI's) for all Ag & Equine facilities, consistent with LCCC's master plan.
5. Evaluation and recommendations of current animal handling practices and facilities, and recommendations for best practice(s) and infrastructure.
6. Evaluation and recommendations of the necessary improvements needed in order to accommodate the desired new programs, teams and projects, which would include financial commitments needed.
7. Evaluation and recommendations of ongoing maintenance plans necessary.
8. Produce a comprehensive master plan document covering all aspects noted above, that can serve as a financial and physical planning tool for LCCC.

PROPOSER REQUIREMENTS

Proposers are asked to submit a detailed proposal, addressing the following:

1. How proposer will approach investigating and evaluating each element of the above scope of work.
2. How proposer will approach gathering, using and evaluating stakeholder feedback.
3. How proposer will gather and use relevant data to support master planning evaluations and recommendations.
4. Proposed timeframes for completing each aspect of the above scope of work, with a final completion date.
5. Description of similar work completed by proposer.
6. Three references that can be contacted by LCCC that can validate proposer's master planning capabilities.
7. Cost to LCCC.

PROPOSAL SUBMISSIONS

1. Five (5) printed proposals and one (1) uploaded to a thumb drive are due to:

LCCC – Administration Building
Attn.: Jamie Spezzano AM-108
1400 E. College Dr.
Cheyenne, WY 82007

2. Proposals should not exceed fifty (50) pages in length (total).
3. Proposal submissions are due by **4:00 pm on January 31, 2019.**

4. The proposals received from this request will be evaluated by a LCCC committee, and the final decision for award will be based on which proposal best suits LCCC from a cost and structure perspective. LCCC reserves the right to negotiate any terms, or make adjustments, with the successful proposer.

QUESTIONS

Questions related to this RFP should be submitted to Jamie Spezzano via email only at jspezzano@lccc.wy.edu no later than January 20, 2019 at 5:00 p.m.

GENERAL REQUIREMENTS

Acceptance of Submissions: LCCC 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 LCCC.

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 LCCC and your firm. This conflict shall be detailed within proposal response.

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.

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 LCCC.

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 LCCC.

Property of LCCC: Submitted Proposals and any other information submitted by respondents in response to this RFP shall become the property of LCCC. Such proposals, as property of LCCC, 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.

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.

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 LCCC.

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
E-mail: jspezzano@lccc.wy.edu