

To Whom It May Concern:

Your firm is being considered as one of several to provide design services for the new Casper College Gateway Building. The selection process will consist of this Request for Qualifications, followed by a request for Proposal and Oral Interviews. The selection process will be as follows:

- 26 JUN 09: Issue Request for Qualifications for Design Team
- 14 JUL 09: Qualification packages due from interested candidates
- 16 JUL 09: Committee review meeting for RFQ responses
- 16 JUL 09: Issue Request for Proposals to short listed Candidates
- 30 JUL 09: Request for Proposals due from candidates
- 03 AUG 09: Committee review meeting for RFP responses
- 07 AUG 09: Oral Interviews

To allow the Owner and their Construction Manager, ARC Integrated Program Management, Inc. to fully understand your firm's qualifications for this job, please carefully prepare a response to the items listed below.

I. Overview of the Project

- A. For the purposes of responding to the informational requests below, assume the project will be as follows:

1. Gateway Building

- A new 78,000SF facility housing flexible instruction space as well as consolidated administrative and support services. Please refer to attached program and space listing.
- The current schedule anticipates issue of 100% complete construction documents on **30 MAR 10**, based on a Notice to Proceed to the design team on **19 AUG 09**.
- \$15.4MM budget for the above scope.
- Stakeholder review and participation in the design process should be a consideration in preparing your response.

II. Overview of the Firm

- A. Please use AIA Document B431, Architect's Qualification Statement -1993 Edition to present the information requested, following the instructions provided.
- B. Please provide a compiled financial statement for your firm including, at a minimum the following:
 - 1. An income statement for the current year to date, and full prior year.
 - 2. A balance sheet for your firm.
 - 3. This information should be prepared by an outside firm, preferably a CPA, and should adhere to generally accepted accounting principles.
 - 4. If your firm has multiple offices, please provide this information for the office from which your firm will be providing the bulk of the services for this project.
- C. Please provide a complete list of higher education projects that your firm has completed. Include the size, dollar value, and contact person with phone number, for the Owner and Contractor of each project.

III. Specific In-House Personnel Dedicated to this Project

- A. The success of this project's team will rest on the individuals assigned to the facility's completion. Good teams typically have strong leaders, together with highly qualified, dedicated support personnel. The Owner is very interested in the specific make-up of your proposed team, and their respective qualifications. Please provide the following information about the in-house employees your firm proposes for this project:
 - 1. The presentation of the design team leader's qualifications should include at least the following information:
 - * Current resume.
 - * List of Higher Education projects completed by this individual, together with owner and general contractor contact person and phone number for each project shown.
 - * Narrative of key qualifications that make this individual an ideal "fit" for Casper College and the Gateway Center.
 - * Minimum number of hours per week this individual will be specifically dedicated to this project during the design process.
 - * Minimum number of hours per week this individual will be specifically dedicated to this project during the construction process.

- * Other projects this individual is currently scheduled for participation in through September 2011 as a member of the design team for your firm.
 - * Personal references for this individual in the community outside the construction industry.
2. The presentation of the in-house design team members should include at least the following information for each team member:
- * Current resume.
 - * Current job description.
 - * Minimum number of hours per week this individual will be specifically dedicated to this project during the design process.
 - * Minimum number of hours per week this individual will be specifically dedicated to this project during the construction process.
 - * Other projects this individual is currently scheduled for participation in through September 2011 as a member of the design team for your firm.

IV. Required Design Services

- A. Prepare a list of all design services to be provided under your contract with the Owner that will be completed wholly or in part by personnel inside your firm. Indicate what portion of each of these tasks will be completed in-house.
- B. Prepare a list of all design services to be provided under your contract with the Owner that will be completed wholly or in part by organizations and/or personnel outside of your firm's employees. Indicate what portion of each of these tasks will be completed in-house, if any.
- C. Prepare a list of all engineering, testing, consulting, and other services not provided by your design team that you recommend the Owner should provide to the project during design to insure its success.
- D. For responding to Part IV of this RFQ, the Owner suggests a format similar to the matrix referenced in AIA Document B163 (1993 Version) for the purposes of clarity and comparison with other firms.

V. Quality Control and the Design Process

- A. Please describe the steps your firm recommends as the best for the design phase of this particular project, identifying one-time tasks, on-going tasks, points of Owner participation, milestones, etc. The methods used to insure timely delivery of internally consistent and externally coordinated documents should be emphasized.
- B. Please describe the methods used by your firm to minimize conflicts in the final construction documents and reduce change orders. Please provide documentation for the amount of non-owner initiated change orders as a percentage of total project construction cost for your firm, both on a project-by-project basis, as well as an historical percentage.
- C. Identify your firm's desired involvement in the bidding and construction process, and the methods used to achieve quality control in the field.

VI. Technology

- A. The ability to produce and revise drawings rapidly can be essential to maintaining aggressive schedules. Please identify the following capabilities of your firm:
 - 1. At what point in the design process does your firm begin putting the drawings on CADD? Please identify this milestone as a percentage of 100% complete construction drawings.

VII. Casper College Standard Procurement Guidelines

- A. Limitations of Multiple-Fiscal Year Obligations: All financial obligations under this contract subsequent to the fiscal year in which it is signed is contingent upon funds for this purpose being appropriated, budgeted, and otherwise made available by Casper College.
- B. Right to Reject any and All Proposals: Casper College does not obligate itself to accept the lowest, or any other proposal, and reserves sole discretion to reject any or all proposals, to re-advertise, and to waive formalities or irregularities in the process or of any proposal. When considering proposals and determining whether the Contract will be awarded and, if so, to which vendor, the College in its sole discretion, deems to be appropriate.
- C. In-State Preference: When awarding contracts, Casper College will adhere to Wyoming State Statutes which give preference to materials and services provided in the state.
- D. Miscellaneous: Architects are expressly advised that gratuities, kick-backs, gifts etc. are not allowed.

E. Insurance Requirements: The Architect shall take out and maintain at the Architect's own expense the following minimum limits of insurance:

1. Commercial General Liability:
 - a) Each Occurrence \$1,000,000
 - b) Personal Injury/Advertising Injury \$1,000,000
 - c) General Aggregate \$2,000,000
 - d) Products/Completed Operations \$2,000,000
2. Business Automobile Liability:
 - a) Combined Single Limits \$1,000,000
3. Workers' Compensation and Employer's Liability:
 - a) Workers' Compensation limits as required by the State of Wyoming
 - b) Employer's liability limits of \$1,000,000 per accident.
4. Professional Liability Coverage:
 - a) Not less than \$1,000,000/\$2,000,000 split limit.
5. Architect shall provide proof of unemployment insurance in accordance with Wyoming state law.
6. Architect shall provide endorsements listing Construction Manager and Owner as additional insured.
7. Each insurance policy required by this clause shall be endorsed to state that coverage shall not be suspended, voided, cancelled, reduced in coverage or in limits, except after 30 days prior written notice has been given to the Owner.
8. The Architect shall provide Certificates in ACCORD format and all renewal notices for each insurance policy required by this clause to the Owner in a timely and proactive manner. Failure of the Owner to receive such certificates and renewal notices shall grant the Owner the right to take remedial action as required to protect its interests.

F. Hazardous Material: The Architect agrees to indemnify and hold the Owner and Construction Manager harmless for any release or disposal of any kind of toxic wastes or hazardous material, or any violation of any law or regulation of the Environmental Protection Agency or Wyoming Department of Health and Environment which is caused, in whole or in part by the contractor or any of the Architect's subcontractors.

G. Assignment: The successful Architect is prohibited from assigning or subcontracting the whole or any part of the contract without the prior written consent of Casper College.

H. Appropriation of Funds: Owner affirmatively represents that its governing body has duly appropriated such sums which are equal to or in excess of the contract amount, and that such contract amount may be lawfully paid by Owner to Architect subject to the terms and conditions of the contract documents. In the event that Owner approves a change order or other additional compensable work to be performed by Architect, (other than that contemplated by the contract documents under any remedy-granting provision), Owner will

issue a written assurance at the time of such approval that such additional compensation to be paid has also been duly appropriated by the Owner's governing body.

I. The Architect will be required to establish to the satisfaction of the Owner and Construction Manager the reliability and responsibility of all proposed consultants and suppliers. Prior to the award of the Contract, the Owner or Construction Manager will notify the Architect in writing if there is a reasonable objection to any such proposed consultant. In this event, the Architect may, at his option, (1) withdraw his/her Proposal, (2) demonstrate to the satisfaction of the Owner and Construction Manager that its objection is unreasonable, or (3) submit a substitute acceptable to the Owner and Construction Manager with an adjustment in the Proposal to cover any difference in cost. The Owner may, at its discretion, accept the adjusted Proposal or may disqualify the Architect. In the event of either withdrawal or disqualification, the Bid Security shall be returned to the Architect.

I encourage you to direct any questions that you might have via email to awatson@arcipm.com with a cc: to tbrekel@arcipm.com and pchristman@caspercollege.edu. Phone calls or direct contact with the Owner, Construction Manager, or the Owner's staff may disqualify the candidate, at the Owner's option.

Casper College requests that candidates limit the length of their submittals to 50 pages (one-sided) not including dividers. The committee will require **one (1) unbound original and Fourteen (14)** sealed copies of your firm's response addressed and delivered to:

Mr. Austin Watson
ARC Integrated Program Management
254 North Center Street
Unit 25
Casper, WY 82601

Email or FAX submittals will not be accepted.

Submittals are due no later than noon (local time), 14 JUL 09.

Thank you for your time and interest in our exciting and unique project.

Casper College, Gateway Building

Draft

Proposed Space Program

Project: Casper College, Gateway Building

August 7, 2007

Room Description	Floor	ACTUAL NSF/Unit	ACTUAL NSF	
First Floor				
Business Department				
Room 102-Storage	1st	86		
Room 103-Business Office	1st	1936		
Room 103A-Office	1st	373		
Room 103B-Office	1st	122		
Room 103C-Breakroom	1st	208		
SUB-TOTAL NET SF				2,725
STUDENT SERVICE				
Room 109A-Testing	1st	380		
Room 109B-Office	1st	115		
Room 109C-Office	1st	113		
Room 109D-Office	1st	113		
Room 109E-Office	1st	13		
Room 109F- Group Room	1st	231		
Room 109G-Testing Cubicles	1st	147		
Room 110-Placement	1st	914		
Room 111-DSL	1st	3491		
Room 111A-Storage	1st	12		
Room 111 B-Coffe Bar	1st	155		
Room 112-Reception Area	1st	422		
Room 112A-Office	1st	125		
Room 112B-Assist.TechLab	1st	96		
Room 112C-Office	1st	18		
Room 112D-Office	1st	218		
Room 112E-Storage	1st	40		
Room 112F-Storage	1st	20		
SUB-TOTAL NET SF				5,897
SUPPORT FACILITIES				
Women Restroom	1st	40		
Men Restroom	1st	40		
Custodial Closet	1st	65		
SUB-TOTAL NET SF				145
FINANCIAL DEPARTMENT				
Room 114-1: inancial Aid	1st	1063		
Room 144A-Office	1st	209		
Room 114B-Office	1st	96		
Room 114C-Office	1st	96		
SUB-TOTAL NET SF				1,464
ADMISSIONS				
Room 132-Admission Office Hall	1st	584		
Room 132A	1st	142		

Room Description	Floor	ACTUAL NSF/Unit	ACTUAL NSF	
Room 132B- Office	1st	150		
Room 132C-Office	1st	134		
Room 132D-Office Service	1st	104		
Room 132E-Office Service	1st	121		
Room 132F-Office	1st	190		
Room 132G-Office	1st	99		
Room 132H- Mechanical	1st	100		
Room 132I-Office	1st	100		
Room 132J-Office	1st	143		
SUB-TOTAL NET SF				1,867
HUMAN RESOURCES				
Room 151-HR Office	1st	1910		
Room 151A-Office Service	1st	143		
Room 151B-Office	1st	126		
Room 152-Office	1st	307		
Room 152A-Office	1st	170		
Room 152B Office Service	1st	107		
Room 152C-Office	1st	78		
Room 152D-Office	1st	135		
SUB-TOTAL NET SF				2,256
PUBLIC RELATIONS				
Room 160-Office	1st	500		
Room 160A-Office	1st	235		
Room 160B-Office	1st	124		
Room 166-Office	1st	118		
Room 166A- Office	1st	20		
Room 166B- Office	1st	131		
Room 166C-Office	1st	131		
SUB-TOTAL NET SF				1,259
CASPER COLLEGE FOUNDATION				
Room 186	1st	187		
Room 186A	1st	360		
SUB-TOTAL NET SF				547
PRESIDENT				
Room 187	1st	524		
Room 188	1st	400		
Room 188A	1st	76		
SUB-TOTAL NET SF				1,000
VICE PPRESIDENT				
Room 185-Office	1st	320		
Room 185A1- Office	1st	239		
Room 185A2- Office	1st	370		
Room 185B- Office	1st	87		
SUB-TOTAL NET SF				1,116
CAMPUS HOUSING				
Room 205	1st	115		
SUB-TOTAL NET SF				115

Room Description	Floor	ACTUAL NSF/Unit	ACTUAL NSF	
SUPPORT FACILITIES				
Women Restroom	2nd	40		
Men Restroom	2nd	40		
Custodial Closet	2nd	65		
SUB-TOTAL NET SF				145
Office A 1	2nd	100		
Office A2	2nd	138		
SUB-TOTAL NET SF				238
CLASSROOMS & LABS				
Classroom	2nd	855		
Classroom	2nd	855		
Classroom	2nd	855		
Classroom	2nd	855		
Classroom	2nd	855		
Classroom	2nd	855		
Classroom	2nd	855		
Classroom	2nd	855		
Classroom	2nd	855		
Classroom	2nd	855		
Classroom	2nd	855		
Classroom	2nd	855		
Classroom	2nd	855		
Classroom	2nd	530		
Computer Lab Room	2nd	420		
Computer Lab Room	2nd	420		
Computer Lab Room	2nd	420		
Computer Lab Room	2nd	420		
Lab Room	2nd	420		
Lab Room	2nd	420		
Lab Room	2nd	420		
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Lab Room	2nd	420		
Lab Room	2nd	420		
Lab Room	2nd	420		
Lab Room	2nd	420		
Lab Room	2nd	420		
Lab Room	2nd	420		
SUB-TOTAL NET SF				17,090
Room 298- Office	2nd		188	
Room 298A Circulation	2nd		81	
Room 298B- Office	2nd		193	
Room 298C- Office	2nd		193	
Room 298D- Office	2nd		231	
Room 298E- Office	2nd		143	
Room 298F- Office	2nd		142	
Room 298G- Office	2nd		142	
SUB-TOTAL NET SF				1,313

Room Description	Floor	ACTUAL NSF/Unit	ACTUAL NSF	
WORKFORCE DEVELOPMENT				
Room 107-Office	3rd	168		
Room108-Office	3rd	180		
Room 109-Office	3rd	180		
Room 110-Office	3rd	168		
Room 111-Office	3rd	168		
Room 112-Office	3rd	168		
Demonstration/Lecture Hall 200+seats	3rd	8000		
Demonstration/Lecture Hall 100+seats	3rd	5000		
Continuing Ed. Classroom for 30 seats	3rd	750		
Continuing Ed. Classroom for 30 seats	3rd	750		
Continuing Ed. Classroom for 30 seats	3rd	750		
Continuing Ed. Classroom for 30 seats	3rd	750		
Continuing Ed. Classroom for 30 seats	3rd	750		
Continuing Ed. Classroom for 30 seats	3rd	750		
Continuing Ed. Classroom for 30 seats	3rd	750		
SUB-TOTAL NET SF				19,282
SUPPORT FACILITIES				
Women Restroom	3rd	40		
Men Restroom	3rd	40		
Custodial Closet	3rd	65		
SUB-TOTAL NET SF				145
Room 282-Office	3rd		220	
Room 282A- Office Service	3rd		70	
Room 282B- Office	3rd		120	
Room 282C- Office	3rd		120	
SUB-TOTAL NET SF				530
Lower Level Entry Lobby	LL		3,000	
Mechanical/EI. Rooms (Net to Gross)			0	
General Circulation (Net to Gross)			0	
SUB-TOTAL NET SF				3,000
NET AREA SUBTOTAL				60,134
Net to Gross Ratio (30%)				18,040
ESTIMATED TOTAL GROSS AREA				78,174

GATEWAY BUILDING:

Offices/Functions:

President's Office

Board Room

V.P. Student Services

V.P. Administrative Services

V.P. Academic Affairs

Foundation & Alumni

Assistant V.P./Athletic Director

Accounting/Financial Mgt.

Human Resources

College Relations

Admissions

Registration & Records

Student Financial Assistance

Career Center

Counseling

Grants Office

One Stop

Work Force Development

Center for Training Development

Continuing Education/Community Partnerships

Facilities & Partnerships Coordinator Office

Switchboard (if it can be moved from AD due to main telephone wiring location)

BOCES Office

GIS Program

Veritas Program

Robotics Program

A Lounge type area with limited food service (similar to Doornbos Lounge in AD)