



Issue Date 7-30-10

REQUEST FOR QUALIFICATIONS / PROPOSALS

RFP # CC292-10

Casper College Project Manager / Owner's Representative

Casper College requests the submittal of qualifications and proposed fees for Project Management of two upcoming construction projects as shown.

**SEALED PROPOSALS MUST BE IN THE POSSESSION OF THE CASPER COLLEGE
PURCHASING DEPARTMENT BY NO LATER THAN:
2:00 P.M. (our clock) August 18, 2010.**

Proposals will be logged-in at this time in room 198A of the Administration Bldg.

Please provide one (1) unbound original and nine (9) copies in a sealed envelope.

Proposals received after the time and date specified will not be considered and will be returned unopened.

Sealed proposals must be sent or delivered in person to:
(telephone, fax, or email proposals will not be accepted)

Casper College
125 College Drive
Casper, Wyoming 82601

Attn. Paul Christman, Purchasing Coordinator
Administration Building Rm. #103

Please clearly mark the outside of your envelope:

“Project Management - RFP # CC292-10”

Some of the specifications and qualifications noted in this RFP are either preferred or are general guidelines and are written to be somewhat flexible. At our option, we may consider variances from these specifications and qualifications. Our objective is to find the best overall proposal(s) in our opinion for these projects. Although pricing is important, it will not be the only factor considered when evaluating the proposals (see section 11).

Casper College reserves the right to waive irregularities and informalities, even those that are shown as mandatory requirements, as long as it doesn't give an advantage to the bidder submitting the proposal or disadvantages any competing bidders. The College may also accept or reject any and all proposals. Casper College does not bind itself to the lowest proposal, but rather the proposal that is felt to be in the best interest of the institution.

Refer questions to (email is preferred):

Paul Christman

pchristman@caspercollege.edu

Ph 307-268-2633

Or

In my absence please contact:

Debra Przybylowicz

debbiep@caspercollege.edu

Ph 307-268-2035

Sincerely,

Paul Christman, CPPB
Purchasing Coordinator
Attachments

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1. GENERAL

- a. Proposals must be received in the Purchasing Office by the date and time specified. Proposals received after the specified date and time **will not be accepted**.
- b. Only **SEALED** proposals will be accepted. Please mark the outside of your envelope "Confidential" and include the proposal number. Telephone, fax, or emailed proposals will not be accepted.
- c. All changes or interpretations will be made by written addendum. No oral or telephone interpretations of this RFP shall be binding upon Casper College. All requests for interpretations or clarifications shall be made by the date noted on the schedule of activities shown in section 2.
- d. It is agreed and understood that responses to this RFP are considered to be working documents while they are under consideration and, as such, are not subject to official bid openings. **The only information released at the public opening of this RFP will be the names of the respondents.** Only after the evaluation committee makes an official recommendation of award will prices associated with the RFP be available as public record. The reason for this is to protect the bidder's prices in the event we would go into negotiations or ask for "best and final offers" from several bidders.
- e. All submittals in response to this request become public record and subject to public inspection. Any proprietary or confidential information must be clearly identified and can only be treated as such to the extent of the Open Records Act. Proprietary or confidential information is defined to be any information that is not generally known to competitors and which may provide a competitive advantage (pricing is not considered proprietary or confidential). Submittals in their entirety cannot be specified as proprietary or confidential.
- f. All materials submitted with regard to this solicitation become the property of the college. The college will have the right to use any ideas contained in proposals received, with the exception of proprietary or confidential information.
- g. Expenses incurred in preparation, pre-bid visits/meetings, submission, and presentation in response to this RFP are the responsibility of the bidder and will not be reimbursed by the college.
- h. By submitting this proposal, the bidder certifies under penalty of perjury that he/she has not acted in collusion with any other bidder or potential bidder.
- i. Awarded bidder will be required to provide the following before work begins.
 - Signed Contract
 - Proof of insurance (see section 15)
 - Wyoming workers compensation certificate
 - Unemployment insurance certificate
- j. Proposals shall be valid for a period of at least sixty (60) days from the bid due date.

The following designations are used interchangeably:

- Casper College, College and The College.
- Contract and Agreement.
- Evaluation Committee and Committee.
- Proposal, Bid and Bid Proposal.
- Bidder, Person, Vendor, Consultant, Firm and Company.
- Request for Proposal and RFP.

2. SCHEDULE OF ACTIVITIES:

Activity	Date	Time (our clock)
Send out RFP	7-30-10	N/A
Last date for clarification inquires	8-13-10	4:30 pm
Proposal submission deadline/Proposal opening	8-18-10	2:00 pm
Bidder Presentations: Bidders may be allowed to give a presentation. Presentation time slots will be assigned by the Purchasing Coordinator.	Various	Various
Negotiations (if required)	Various	Various
Implementation / Start Date	Various	Various

3. PROJECT DESCRIPTION AND SCOPE

Casper College has completed a comprehensive Campus Master Plan which identifies four new facilities and renovation to existing buildings. The College has begun construction of the first two buildings and now, with the receipt of funding, will commence with the remaining two new construction projects identified in the plan;

(1) Student Union / UW-CC Building – 102,000 sq. ft.

(2) Music Building – 30,000 sq. ft.

Student Union:

The future Student Union, estimated at approx. 102,000 sq. ft. will be built on the hillside connecting students from the lower campus to the upper Business School quadrangle.

Although not designed, this building will likely be three stories with a partial fourth floor. The center core will contain elevators and stairs to assist pedestrian movement.

The location requires the existing road and any utilities buried in the pavement to be moved further out from the hillside making a larger footprint area for the building.

Upon completion of the Student Union the Roberts Commons Cafeteria will be demolished. This demolition provides the opportunity for the Central Lawn.

Music Building:

The future Music Building will be constructed at the corner of Campus Drive and Lisco Drive between the Theater and Visual Arts Building. The building is estimated to be approx. 30,000 sq. ft.

The prominent entry for the new building will be on the Arts Plaza at the center of a new Arts Walk connecting the envisioned Arts District. Service to the building is envisioned to be located on the south side from Lisco Drive. Parking is located to the east allowing the building to sit closer to the other academic buildings.

The Arts District is located at the Campus Drive entry from Casper Mountain Road. The location is well suited for public visitors to the campus. Ample parking is provided.

3. PROJECT DESCRIPTION AND SCOPE (cont)

See the College's web-site: www.caspercollege.edu/administration/master_plan.html for additional information regarding the College's Master Plan.

At this time, Casper College is seeking **qualifications and fee proposals** for Project Management / Owner's Representative (hereafter referred to as Project Manager), services for these two projects. The College desires to hire a Project Manager who will assist the College's Management Team and Building Steering Committee in directing and coordinating all phases of the construction projects.

Design-Bid-Build will be the delivery method used for both projects.

Project Manager Services, at a minimum, are to include the following:

1. Preconstruction Services to include Design Team and Contractor Selection.

These services shall include:

- Serve as owner's agent and supplement their staff.
- Manage planning and design
- Manage process of Architect and Contractor Selection
- Assist in establishing budgets and implementation schedule
- Provide cost and time budgets and prepare bid packages as needed
- Provide value engineering input and cost analysis as requested.

2. Construction Services to include closeout.

These services shall include:

- Oversee the construction process as an owner representative – process contracts, pay applications, and job correspondence.
- Monitor budgets, costs, and schedules
- Provide ongoing communications and status reports
- Evaluate and guard against excessive change orders or defects
- Assist in obtaining permits and fees
- Assist in obtaining testing/inspection services
- Monitor all field documentation (submittals, RFI's, safety meetings, daily logs etc.)
- Assist in procurement of services for owner move-in
- Assist in verification that all systems are operational and ready for owner use, assist architect and others with the punch list and final testing.
- Collect all closeout paperwork on behalf of the owner, and assist owner with any warranty related issues/items.

It is important that the selected firm or firms have or can obtain appropriate staffing in Casper during the construction phase of the project(s).

Note:

See Attachment #1 – Tentative Project Calendar

4. CLARIFICATIONS / QUESTIONS

All requests for clarifications and questions must be emailed to Paul Christman, Purchasing Coordinator, at pchristman@caspercollege.edu. Clarifications or answers to questions acquired by any other means will not be binding upon the College.

5. PREPARATION OF PROPOSALS

- 5.1 It is the responsibility of the bidder to carefully examine the specifications and documents and to be familiar with all of the requirements, stipulations, provisions, and conditions surrounding the request for proposal.
- 5.2 **One (1) unbound original and Nine (9) copies of your proposal should be provided.** Original and copies must all be in a sealed envelope when delivered to the Purchasing Department. We prefer to have proposals that are **25 pages or less**.

6. PROPOSAL FORMAT

- 6.1 **Letter of Interest / Introduction:** This letter shall explain your firm's overall desire to be awarded this project(s) and an introduction of your company and its employees. The letter shall contain the name, address, and phone number of the person who will serve as the principal contact and who will be making the presentation on behalf of your firm. The letter shall bear the signature of the person having proper authority to make formal commitments on behalf of your firm.
- 6.2 **Experience:** Submittals will include a detailed description of the company's overall capabilities, experience and approach in providing the scope of services described. It will also detail the number of years your company has been in business and any projects that are similar in size and scope.
- 6.3 **Qualifications of Key Personnel:** Submit qualifications of those who will be involved in completing the scope of services. We prefer project personnel that have completed several contracts that are similar in type and scope.
- 6.4 **References:** Provide references for similar projects. Include the names of the organizations, a brief summary of work done, and the names and phone numbers of contact persons.
- 6.5 **Deliverables and Services:** Address the deliverables and services we could expect to receive from your firm if it were chosen for this project(s).
- 6.6 **Licenses:** Proof of licenses and/or certifications that may be relevant to this project(s).
- 6.7 **Insurance:** Provide proof of insurance in the amounts shown or greater.
- 6.8 **Pricing:** Include this at the back of your proposal. See section #7 for details.

7. PRICING

A tentative schedule for the each phase by project is attached and should be utilized in responding to this RFP.

Lump Sum Pricing is requested and should be shown separately for the Student Union and the Music Building and also broken-out for each phase.

Please provide your weekly rate and work plan for each building and phase, within the limitations of the tentative schedule, with time and hourly rate(s) by individual.

Provide all categories of reimbursable expenses, their percentage of markup, and anticipated cost based on the schedule provided. Please provide a total not to exceed amount for reimbursable expense for each phase by building project.

8. MODIFICATION OR WITHDRAWAL OF PROPOSAL

- 8.1 A proposal that is in the possession of the Purchasing Office may be **altered or withdrawn** by an email, fax, or letter bearing the signature or name of the person authorized to submit proposals, provided that it is received prior to the date and time set for the proposal opening. Telephone or verbal alterations or withdrawals of a proposal will not be accepted. Proposals may not be altered or withdrawn after the proposal opening.

NOTE: If the pricing portion of your proposal needs to be altered, you must resubmit the revised pricing in a sealed envelope and it must be received by our purchasing department prior to proposal opening.

- 8.2 Erasures or changes on the proposal must be initialed by the person signing the proposal.

9. ADDENDUMS

- 9.1 All changes or interpretations will be made by written addendum. In the event it becomes necessary to issue an addendum, it will be provided to each bidder who was issued the original RFP by the Casper College Purchasing Department. Bidders shall not rely on any other interpretations, changes, or corrections.
- 9.2 Receipt of addendum(s) should be acknowledged by bidders prior to proposal opening and noted in the appropriate space on the signature/comments page.

10. BIDDER PRESENTATIONS (if required)

- 10.1 The Evaluation Committee will decide if they would like to request presentations. An invitation to give a presentation should in no way be construed as negotiations or an indication of the college's intention to award. Not all bidders submitting a proposal will be granted a presentation.
- 10.2 Casper College **will not reimburse** any expenses for bidders giving presentations whether they are awarded the contract or not.

11. EVALUATION CRITERIA

- 11.1 RFP's will be evaluated by a committee. Evaluation will be on, but not limited to, the following criteria (not necessarily in priority order):
- **Pricing:** Although a concern, the proposal(s) with the most favorable pricing will not necessarily be awarded the contract(s).
 - **Qualifications:** Bidder has met the terms, criteria, qualifications, etc. that are viewed to be necessary and or essential components of this proposal in the opinion of the evaluation committee.
 - **Reputation:** Information acquired through references and other sources available to Casper College. Results of previous projects (if any) on our campus.
 - **Experience:** How many years the company and key personnel have worked with similar projects. Experience with higher education projects.
 - **Location:** Ability to have staffing in Casper during construction phase.
 - **On-Time/On-Budget:** Bidder's plan to keep this project on-time and on-budget. Results of prior projects.
 - **Understanding Project:** Evidence bidder understands our needs.
 - **Knowledge of Requirements:** Knowledge of all applicable Codes, Federal Laws, State Statutes, Local Ordinances, etc.
 - **Innovation/Creativity:** Proposals that identify new or innovative approaches to increase efficiency and reduce costs.
- 11.2 The evaluation phase may involve discussions with bidders to clarify any questions that may arise.

12. AWARD OF CONTRACT

- 12.1 If the projects are awarded, they will be awarded to the bidder whose proposal will be the most advantageous to Casper College, considering, but not limited to, the factors shown in section 11. Negotiations may be a part of the award process at the option of the College. Consideration of the factors enumerated herein and the award of the contract, if any, shall be at the sole discretion of Casper College.
- 12.2 A bilaterally signed contract, request for proposal, purchase order, terms and conditions, as well as the bidder's response to the bid proposal, will all be a part of the contract between Casper College and the successful bidder.
- 12.3 Casper College reserves the right to waive irregularities and informalities and to accept any proposal and to reject any and all proposals and to disapprove of any and all subcontractors as may be in the best interest of Casper College.
- 12.4 **Awarded firm must comply with all Federal, State, and Local laws, statutes, ordinances, codes, and Wyoming Community College Commission and Casper College's facility design and product standards. The firm shall pay at least the prevailing wage as established by the Wyoming Department of Employment.**

13. CONTRACT REQUIREMENTS

- 13.1 Subcontract: The selected firm is prohibited from subcontracting, assigning, transferring, the contract, its rights, title or interest therein or its power to execute such agreement to any other person, company or corporation without the prior written consent of Casper College. All approved assignments or other transfers referred to herein must abide by the provisions of the contract.
- 13.2 The contract may be terminated immediately for cause if the firm fails to perform in accordance with the terms and conditions of this contract.

14. INVOICING AND PAYMENT

Invoices totaling \$500 or more will be approved once each month at the Casper College Board meeting. This meeting is normally held the third Tuesday of each month. Invoices must be in the possession of accounts payable the Wednesday before the third Tuesday to be considered for payment. All invoices shall be forwarded to: Casper College, Accounts Payable, 125 College Drive, Casper, WY 82601. **No late fees will be paid by the college.**

15. INSURANCE

The bidder(s) who is awarded this contract shall provide evidence in the form of a certificate of insurance showing the following minimum coverage and limits (see note below):

Commercial General Liability

Each Occurrence	\$1,000,000
Personal Injury/Advertising Injury	\$1,000,000
General Aggregate	\$2,000,000
Products/Completed Operations	\$2,000,000

Business Automobile

Combined Single Limits	\$1,000,000
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All certificates will name Casper College as an additional insured.

Above coverage and dollar limits are required unless otherwise negotiated and agreed upon by Casper College and the awarded bidder.

SIGNATURE / COMMENTS PAGE

The undersigned, being familiar with the bidding conditions and instructions, hereby proposes to provide materials, labor, service, etc. (including all associated expenses) in accordance with the requirements stipulated. If you are not in agreement with, or cannot abide by any of the conditions or instructions on this proposal, it must be noted in the bidder comments section below. If there are no comments noted, it is assumed you and the company you are representing are in total agreement.

 Company Name

 Telephone Number

 Mailing Address

 Email Address

 City, State, Zip

 Bidders Name/Title

Authorized Signature

Dated this _____ day of _____ Year _____

Received Addendums: (please initial only if addendums were issued)

_____ #1 _____ #2 _____ #3 _____ #4 _____ #5 _____ #6

Bidder Comments: (attach additional pages if needed)

Attachment #1**TENTATIVE PROJECT CALENDAR****RFP # CC292-10**

	STUDENT UNION / UW-CC			MUSIC BUILDING	
PHASE	START Month / Year	FINISH Month / Year		START Month / Year	FINISH Month / Year
PRECONSTRUCTION / DESIGN INCLUDING ARCHITECT & CONTRACTOR SELECTION	Sep-10	Jun-11		Sep-11	Jun-12
CONSTRUCTION (incl. closeout)	Jul-11	Jul-12		Jul-12	Jul-13
OWNER OCCUPANCY		Aug-12			Aug-13