REQUEST FOR QUALIFICATIONS RFQ-20097

Laramie County Community College (LCCC) in Cheyenne, WY invites architectural firms to submit their qualifications for professional architectural, to include professional design and management services, and/or landscape architect services associated with annual major maintenance projects and as-needs projects, which require design, documentation, cost estimating, scheduling, construction management and project closeout. Architectural services for the purposes of this RFQ are limited to fifty thousand dollars ($50,000.00) per project; projects exceeding this amount will necessitate a public Request for Proposal (RFP) process. Architectural services may be needed in Cheyenne, Laramie and/or Pine Bluffs. LCCC will consider firms that offer multiple architectural services; firms must indicate specific professional services offered.

It is the intent of LCCC to develop a “short-list” of firms which will be determined by evaluation and scoring of the submittals that demonstrate a firm’s ability to provide required services. To be mindful of expenses, preference will be extended to firms that have an office in Wyoming that is within 180 miles from the LCCC project location site, to decrease travel costs associated with site visits.

RFQs are due by 4:00 p.m. on February 27, 2020. All firms are encouraged to register with www.publicpurchase.com to receive notifications for this RFQ and future opportunities.

This is not a Request for Proposal. LCCC is not obligated by this announcement to award any contract.

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. It is the intent of LCCC to award a three year (with option to renew for two additional years, for five years total) 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:

- Project design;
• Documentation for specifications, drawings and construction documents;
• Cost estimating and scheduling;
• Preparation for and participation in bidding services; and,
• Provide construction and project management services.

**SCHEDULE** (subject to change)

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<td>January 31, 2020</td>
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<td>Evaluate Statements of Qualifications</td>
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**INSTRUCTIONS FOR SUBMITTING**

In order to be considered, submittals must be delivered by February 27, 2020 by 4:00 p.m. (MST). 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) thumb drive and four (4) copies of each bound document. Submittals are limited to thirty (30) face pages. Supplemental information will be rejected unless specifically requested per this document. The submittal should be concise, to the point, and follow the format described within this RFQ.

Selection will be in accordance with Wyoming Law (W.S. 9-2-1027 through 9-2-1033) and Federal Regulations. Firms must also comply with W.S. 33-4-101 through 33-4-117. Firms offering “professional services” and claiming “resident firm” status must meet the qualifications in Wyoming Statutes § 9-2-1028 and must complete and submit a separate Wyoming Resident Firm Certification form for each project (see attached).

**FORMAT AND REQUIRED DOCUMENTATION FOR SUBMITTALS**

All submittals shall contain the following documents and information, and shall be organized, into one (1) PDF document per the criteria below. Submittals are limited to 30 face pages.

• Letter of Interest with firm name, contact name, e-mail address, business address, and phone number,
• Associated Firms(s) name, business address and telephone number;
• Personnel assigned to the project and qualifications;
• Experience with educational facilities;
• Similar projects indicating references and contact information;
• Present volume of work and anticipated completion dates;
• Description of your approach to completing a project with the LCCC;
• Describe the organization and divisions of responsibilities between associated design firms,
• Firm must have proof of liability insurance; current Certificate of Good Standing from Workers’ Compensation and Unemployment;
• Attach a fee schedule and hourly rate schedule, for the three (3) year contract, for all staff/team members (including professional and non-professional disciplines) that will or may be assigned to this contractual obligation;
• 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.;
• U.S. Government Standard Form SF 330, Parts I & II; and
• Any other information that would be deemed pertinent to your qualifications for the performance of services.

PROFESSIONAL REGULATION REQUIREMENTS

Wyoming law requires corporations, partnerships, and sole proprietorships practicing architecture to be registered with the Secretary of State’s Office. Firms must provide proof of registration along with a copy of their professional license.

Throughout the term of the subsequent professional services contract, the successful firm shall carry and pay the premium for liability insurance with such policies and insurance limits satisfactory to the State. Workers’ compensation coverage shall also be provided.

EVALUATION OF SUBMITTALS AND SELECTION PROCESS

The following general criteria will be used in evaluating and rating the submittals from interested architects and architectural teams. LCCC reserves the right hereunder to modify these criteria, add or delete criteria, conduct interviews with some or all interested architectural firms prior to the completion and selection of a finalist. The order of the following criteria is not intended to imply priority or importance and shall include: experience and technical competence; professional competence and schedules; past performance; capacity of the proposed team to accomplish the services; ability to meet time requirements.

a. Appropriate personnel and commitment to perform the professional services required to efficiently and effectively complete the requested tasks.
b. Professional experience and background, relevant project specific experience, and current workload and commitments of the designated architectural 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 demonstrate cost and quality consciousness throughout the studies; 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 may interview firms selected from those which have submitted proposals to do the work. If LCCC elects to, the interview(s) shall include discussion of each firm’s projections of project costs, qualifications, approaches to the project, ability to furnish required professional services,
use of alternative methods for furnishing required professional services and an estimated fee based on the agency's description of the work.

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

LCCC reserves the right to reject any or all 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.

**CONTRACT**

It is the intent of the college to award a 3-year professional service Agreement, for each specialty/focus, 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. LCCC reserves the right to make multiple contract awards.

**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 February 11, 2020 by 4:00 p.m. (MST). 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.

**RFQ 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.

Attachments: Wyoming Resident Firm Certification Affidavit

**END OF DOCUMENT**