

**EASTERN WYOMING COLLEGE  
REQUEST FOR PROPOSALS  
RFP #2024-01  
EDA GRANT DOUGLAS CAMPUS EXPANSION**

**Section I - Information Regarding Proposal**

**INTRODUCTION**

The Douglas Branch Campus of Eastern Wyoming College (EWC) was awarded a grant from the Economic Development Administration (EDA) to expand the existing facility for the advancement of construction trades (EDA Award Number:05-79-06271). As a result, EWC is now requesting competitive proposals from licensed architectural firms (Consultant) for the development of design and construction documents for the Douglas Campus expansion project. The project is an exciting opportunity for an architecture firm to support a project that has regional impact for rural economic development. The expansion project is a partnership between EWC, Converse County, City of Douglas and Town of Glenrock.

This project involves the construction of a new building expansion to the existing Workforce Training Lab at the Eastern Wyoming College Campus. The exterior design of the Douglas Campus will match the existing architectural style and design of the current building. Interior spaces must be designed to meet the needs of a construction trade program consisting of a Construction Technology Lab, classrooms, storage space, offices, restrooms, and mechanical rooms. The building will include all necessary mechanical, electrical, plumbing, and fire systems. The work also involves site work to the exterior of the proposed building and interior improvements to connect to the existing building.

All elements of the design and construction process must meet Standard Terms and Conditions of the EDA. Particular attention will be paid to consultants who have experience with, and competence in, architectural design and construction methodology that provide for a rapidly-constructed, cost effective, aesthetically-pleasing structure suitable for its intended multiple uses in a campus-like facility.

**GENERAL INFORMATION**

**Issuing Office:** The Chief Financial Officer (CFO) at EWC is the Issuing Office and is the sole point of contact for clarifications regarding technical specifications in this RFP. The CFO is the sole point of contact regarding the RFP process. All correspondence pertaining to these two matters should be appropriately addressed to the contact persons below:

**Content and Technical Specifications**

Dr. Margaret Farley  
Vice President of Douglas Campus  
307-624-7010  
[mfarley@ewc.wy.edu](mailto:mfarley@ewc.wy.edu)

**RFP Process Questions**

Kwin Wilkes  
Chief Financial Officer  
307-532-8218  
[kwilkes@ewc.wy.edu](mailto:kwilkes@ewc.wy.edu)

## **Detailed Scope of Work**

The work to be performed by the Consultant will include all architectural and engineering services required for the construction of the Douglas Campus expansion. The scope of work will be in a single, not to exceed, contract. Included with this request for proposals is information from EWC's EDA application and EDA grant award (attached):

- 1) Checklist for Bid Document Review,
- 2) EDA Contracting Provisions for Construction Projects, and
- 3) AIA contract A201-2017.

Proposals should address the ability of the bidder to comply with the requirements contained in the Bid Document Review Checklist and EDA Contracting Provisions requirements. The Consultant shall identify a detailed scope in the proposal as part of their understanding and approach to the project.

The consultant shall provide qualifications and experiences in EDA grant reporting requirements. The Consultant will be asked to provide all supporting documentation to EWC in order to comply with EDA Grant reporting requirements.

## **Project Design**

The Consultant will work with EWC staff (and other project partner representatives as needed) to develop a complete set of project design drawings and technical specifications.

## **Project Award**

The Consultant will work with EWC to ensure compliance with the federal requirements identified in the attached Checklist for Bid Document Review, including the suggested and required bid package documents and the development of the package for EDA approval/processing prior to advertisement.

## **Construction Administration**

The Consultant will work with the EWC to ensure compliance with the federal requirements identified in the attached EDA Contracting Provisions for Construction Projects.

The Consultant shall provide administration of the contract for construction as set forth in AIA document A201, General Conditions of the Contract for Construction, current as of the date of the Consultant/Owner agreement.

The Consultant shall ensure that the final design for the Douglas Campus expansion complies with all Economic Development Administration ("EDA") grant requirements. Pursuant to this RFP, the "Services" shall consist of, and the successful Consultant shall provide, architectural planning and engineering design services for the Project, including, but not limited to, the following:

## **Concept Plans, Renderings, and Presentation Documents**

1. Conduct one or more workshops/charrettes with EWC staff and regional partners to obtain input from EWC stakeholders.
2. Prepare concept plans for the site to determine the most feasible designs to support exterior and interior spaces that meet the needs of tenants and stakeholders.
3. Develop a concept and circulation plan for the 9,000 square-feet of spaces, including:
  - a. Construction Technology Lab
  - b. Classrooms
  - c. Storage space
  - d. Offices
  - e. Restrooms
  - F. Mechanical Rooms
4. Develop preliminary (30%) color renderings of proposed layouts (minimum three) accurately depicting entryways, parking areas, facilities (including structures, bike racks, etc.) and landscape buffers, and submit to EWC staff and interested stakeholders for review and comment.
5. Submit files with final color renderings and schematics in electronic format (pdf, jpg).
6. Present renderings (MS PowerPoint, charts, display boards, and color renderings) at meetings directed by EWC.
7. Assist in the selection of a primary design.
8. Refine project costs, including line-by-line breakout of all fees, architectural costs, construction costs, FF&E, technology, and contingencies.

## **Design Development**

1. Obtain any permits required for the design of the project, without markups.
2. Prepare the final conceptual design, including a large format display board and electronic files.
3. Prepare the following documents:
  - a. Preliminary Engineering Report (PER; draft already completed), plans, schematics, sections and elevations, typical construction details, test-fit plan, and specifications that identify major materials and systems.
4. Obtain plans of all adjacent utility facilities, and identify and precisely locate all utilities.
5. Coordinate with EWC staff to determine locations and depths of facilities for design purposes.

6. Determine where interferences with existing facilities may occur as a result of the construction of this Project, and resolve any conflicts.

### **Plans, Specifications, and Estimates (PS&E)**

1. Prepare construction drawings containing title sheet, general note sheet, plan sheets, typical cross section sheets, and detail sheets for the Project.
2. Plot typical cross sections to illustrate existing and proposed conditions.
3. Prepare complete project specifications, including special provisions and proposal forms.
4. Incorporate project specifications into construction contract documents provided by EWC, including a description for each bid item.
5. Submit 70% PS&E construction documents, including structural calculations, to EWC for review.
6. Address any comments generated from the 70% submittal.
7. Based on the input received from the previous submittal, complete the design and prepare final PS&E documents.
8. Submit 100% PS&E construction documents, including structural calculations, to EWC for review and to obtain preliminary approvals.
9. Submit final set of PS&E documents (printed and electronic formats) with the necessary details and instructions to carry out the work in accordance with the approved construction phasing.

### **Construction Documents and Plan Information**

1. Ensure plans and specifications comply with all applicable governmental and professional standards.
2. Develop a schedule for construction of the Project.
3. Conduct all approved topographic and property surveys and combine with available topographic surveys to create base maps for the Project.
4. Conduct all approved geotechnical investigations necessary for the construction of the Project.
5. Attend the pre-bid meeting, attend the pre-construction meeting, and provide assistance during procurement and management of the construction phase of the Project.

### **Construction Management (in coordination with EWC owner's rep)**

1. Provide traditional construction administration services, including monitoring general contractor and subcontractor pay applications.
2. Coordinate with future construction contractors on behalf of EWC.
3. Assist with preconstruction conferences.
4. Perform periodic site inspections.
5. Prepare change orders, as necessary.
6. Inspect construction materials.
7. Review drawings submitted by construction contractor.
8. Conduct construction tests and inspections.
9. Supervise any and all critical construction operations.
10. Coordinate with staff for EWC and interested stakeholders to provide full time inspections and reporting.
11. Participate in the final construction inspection.

### **Assistance during the Bidding Process**

1. The Consultant shall assist EWC during the bidding process. The Consultant shall respond to questions from the prospective bidders, conduct pre-bid meetings as needed, and shall prepare written addenda as necessary.
2. The Consultant shall review all bids submitted and make appropriate recommendations on contractors' abilities to complete the work. The Consultant's review shall include the preparation of bid abstracts and a bid comparison document.

The Consultant will be present at the bid opening.

### **Construction Administration & Inspection**

1. The construction administration services provided by the Consultant will be to assist with certain construction oversight services, including periodic on-site reviews.
2. The Consultant shall review and make determinations regarding contractors' Shop Drawings, Submittals, Requests for Information (RFIs), product substitutions, change orders and other related documents.
3. The Consultant shall call and participate in construction meetings.

4. The Consultant/Owner shall work with an independent plan checking firm to ensure accuracy of the plans.
5. The Consultant shall provide coordination to governmental and funding agencies as required, and serve as representative for the coordination and communication activities with the general contractor, city, utility companies, and other agencies.
6. The Consultant shall review Contractor's Payment Request for accuracy.
7. The Consultant shall review and negotiate construction change order requests and claims.

### **Final As-Built Drawings**

The Consultant shall assist the general construction contractor in recording and maintaining a set of "As-Built" drawings that will be finalized into a formal AutoCAD set and delivered electronically, plus an unbound Mylar hard copy to EWC upon completion of the project. An electronic copy of the construction specifications shall also be provided to EWC.

### **Consultant Information and Qualifications**

#### **Company Information**

Name of Firm  
Address of Firm  
Telephone Numbers  
Primary Telephone and Correspondence contact information

#### **Brief History of the Firm**

Size of Firm/Staff  
Years in Business  
Organization chart of Firm  
Distance from EWC

#### **Design Team Background/Qualifications**

##### **Architectural Team**

Principal in Charge  
Director of Design  
Project Manager  
Project Architect  
Interior Design  
Functional programming and space programming

##### **Resumes of Team Members**

Name

Office Location  
Phone Number  
Years of Service with Firm  
Education  
Professional Experience  
Pertinent Experience

### **Consultants**

Structural Engineer Mechanical/Electrical Engineer  
Security Consultant  
Interior Design  
Civil Engineer  
Technology

**Representative New Construction Projects** – List a minimum of three (3) projects completed by your firm that best represents a similar scope, budget, program and complexity. For each project, please include:

Completion Date  
Name and Location  
Budget  
Graphic Description  
Photographs  
Total Square Footage  
Cost per Square Foot – Exclude Site Costs and Architectural Fees  
Change Order Percentage

### **Special Design Concerns**

Explain how your firm ensures compliance with the Americans with Disabilities Act (ADA). Provide examples.

Efficient energy usage. Describe how your firm incorporates this aspect of design into its work. Provide examples.

### **Architectural/Engineering Service**

Provide information on your current workload and how you would accommodate this project.

Describe in detail the process you would follow from schematic approval through approval of the final design.

Outline the design schedule you would implement to meet the expected construction and occupancy dates. Describe the methods you would use to maintain this schedule.

Describe your method for consensus building, including your role, the methodology employed, the outcome, and a contact person for a recent project where you employed this method.

a. Describe the types of problems you have encountered on similar projects, and explain what you did to resolve the problems and what you would do differently to avoid such problems on future projects.

b. Describe how your firm can add value to this project and the process and include examples of situations from comparable projects where the owner realized tangible value.

### **Construction Costs**

Describe cost control methods you use and how you establish cost estimates.

List the steps in your standard change order procedure.

Please list the cost per square foot for your new construction projects in the past five years. Please exclude all Site Costs and Professional Fees.

For projects completed in the last five years please list the Cost Estimate, Bid Amount, and Difference. Please list any changes in scope if appropriate and if this change in scope resulted in an increase in your fee.

### **Legal Concerns**

Explain the circumstances and outcome of any litigation, arbitration, or claims filed against your company by a client or any of the same you have filed against a client.

Explain the circumstances and outcome of any litigation, arbitration, or claims filed against your company by any client or any of the same you have filed.

Explain your General Liability Insurance coverage.

Explain your Professional Liability Insurance coverage.

### **Fees**

All proposals shall be a cost reimbursement with an agreed maximum. The fee shall cover all services necessary for the successful execution of the project, including consultations, surveys, soil investigations, supervision, "as-built" drawings, arrow diagram where applicable, and incidental costs.

Proposals should break out fees for the professional services in accordance with:

Basic architect/engineer services (not to exceed prevailing fees for comparable services in the region)

Breakdown by task and personnel

Inspection services



Geotechnical, Survey or other supporting engineering services for the design should be broken out separately

**Note:** The contract for architect/engineer services may not be based on the use of the cost-plus-a percentage-of-cost or percentage of construction cost form of compensation.

Provide information on your preliminary fee structure based on the scope indicated above, including anticipated reimbursable costs.

Submit a schedule of hourly rates by employee classification, including terms and rates of overtime for additional work if requested.

### **Licensure**

Is the principal licensed to practice architecture in Wyoming?

Has the Principal or Project Architect had their license suspended to practice architecture in your State?

### **Legal Proceedings**

Identify any on-going legal proceeding or pending legal proceeding (arbitration, complaint, or court action) filed by an Owner or contractor against your firm for any project in the past five years.

Project Approach a. Describe your firm's management approach for these projects. Please include your approach and the benefit each step has for the owner. b. Please describe any unique aspects your firm may employ in the design of the project.

### **References**

Please provide a minimum of five references to contact (see Attachment B).

### **Unique Qualifications** – Please state why your firm should be selected by EWC.

Proposer's understanding of the problem.

Proposed approach to design and client relationships.

Staff positions for the project.

Timeline.

### **Point of contact and phone number for questions.**

## Selection Criteria

Proposals will be reviewed for completeness and qualifications. Final selection of a firm for contract negotiations will be made on the basis of the following criteria, with a maximum of 100 rating points as shown in Table 3:

**Table 3. Proposal Selection Criteria**

Selection Criteria	Maximum Points
The Consultant's scope of work, methodology, work plan, and budget.	35
The Consultant's general experience, qualifications, and ability to perform timely execution of the project work as evidenced by previous, similar projects.	35
The Consultant's professional credentials in architecture, civil engineering, and cost estimating, including the qualifications, expertise, and experience of individuals assigned to the project.	20
The Consultant's references.	10
The Consultant's bonding/insurance capacity/history.	5
The Consultant's direct experience with U.S. Department of Commerce, Economic Development Administration (EDA)-funded projects and reporting.	5

The final contract for these Services shall be awarded only after negotiations with the selected firm to establish a fair and reasonable price. EWC actively encourages submission of proposals from disadvantaged business enterprises and companies owned by Native Americans, minorities, women, immigrants, and veterans. EWC does not discriminate on the basis of race, color, religion, creed, sex, sexual orientation, gender identity, age, ancestry, national origin, disability, or veteran status in consideration of this award. Equal Opportunity Employer.

## RFIs, Q&A and Other Matters

All requests for information (RFIs) and questions shall be submitted in writing to Jim Willox via email to [jim.willox@conversecountywy.gov](mailto:jim.willox@conversecountywy.gov). Last day to email questions is April 30, 2024. Responses will be provided by May 15, 2024, at: <https://ewc.wy.edu>. All submittals shall remain firm for sixty (60) calendar days following the last day to receive Competitive Proposals. Any submittal received beyond the due date indicated in this Request for Competitive Proposals will not be considered. The selected Consultant will enter a negotiated Professional Services Agreement (PSA, using AIA Contract A201-2017) with EWC prior to the start of the project. In the PSA, the Consultant will agree to provide all basic services for the definable scope of the project for a fixed fee. An electronic copy of the competitive Proposal shall be emailed to Jim Willox at [jim.willox@conversecountywy.gov](mailto:jim.willox@conversecountywy.gov), or five hard copies of the proposal can delivered no later than the proposal due date to: Attn: Jim Willox, Converse County, 107 North 5th St, Douglas, WY 82633.

## **Terms and Conditions**

The following terms and conditions apply to all proposals:

1. EWC reserves the right to reject any and all proposals submitted; to select one or more responding parties; to void this RFP and the review process and/or terminate negotiations at any time; to select separate responding parties for various components of the scope of services; and to select a final party/parties from among the proposals received in response to this RFP. Additionally, any and all RFP project elements, requirements and schedules are subject to change and modification. EWC also reserves the unqualified right to modify, suspend, or terminate at its sole discretion any and all aspects of this RFP process, to obtain further information from any and all responding parties, and to waive any defects as to form or content of the RFP or any responses by any party.
2. This RFP does not commit EWC to award a contract, defray any costs incurred in the preparation of a response to this RFP, or contract for any services. All submitted responses to this RFP become the property of EWC as public records. All proposals may be subject to public review, on request, unless exempted as discussed elsewhere in this RFP.
3. By accepting this RFP and/or submitting a proposal in response thereto, each responding party agrees for itself, its successors and assigns, to hold EWC and its agents, directors, consultants, attorneys, officers, and employees harmless from and against any and all claims and demands of whatever nature or type, which any such responding company, its representatives, agents, contractors, successors or assigns may have against any of them as a result of issuing this RFP, revising this RFP, conducting the selection process and subsequent negotiations, making a final recommendation, selecting a responding party/parties or negotiating or executing an agreement incorporating the commitments of the selected responding party.
4. By submitting responses, each responding party acknowledges having read this RFP in its entirety and agrees to all terms and conditions set out in this RFP.
5. Responses shall be open and valid for a period of ninety (90) days from the due date of this RFP.

## **Insurance Requirements**

Consultant shall procure and maintain, at its sole cost and expense, in a form and content satisfactory to EWC, during the entire term of this Agreement including any extension thereof, the following policies of insurance:

1. Commercial General Liability Insurance. A policy of commercial general liability insurance using Insurance Services Office "Commercial General Liability" policy form CG 00 01, with an edition date prior to 2004, or the exact equivalent. Coverage for an additional insured shall not be limited to its vicarious liability. Defense costs must be paid in addition to limits. Limits shall be no less than \$1,000,000.00 per occurrence for all covered losses and no less than \$2,000,000.00 general aggregate.

2. Workers' Compensation Insurance. A policy of workers' compensation insurance on a state approved policy form providing statutory benefits as required by law with employer's liability limits no less than \$1,000,000 per accident for all covered losses.

3. Automotive Insurance. A policy of comprehensive automobile liability insurance written on a per occurrence basis in an amount not less than \$1,000,000 per accident, combined single limit. Said policy shall include coverage for owned, non- owned, leased and hired cars.

4. Professional Liability or Error and Omissions Insurance. A policy of insurance in an amount not less than \$1,000,000.00 per claim with respect to loss arising from the actions of Consultant performing professional services hereunder on behalf of EWC.

In the event that the Consultant is authorized to subcontract any portion of the work or services provided pursuant to this Agreement, the contract between the Consultant and such subcontractor shall require the subcontractor to maintain the same policies of insurance that the Consultant is required to maintain.

### **Proposal Organization and Format**

Proposal should be submitted as a paper document or as a .pdf file. Proposers responding to this RFP must comply with the following format requirements:

**Tab 1 - COVER LETTER, RFP SIGNATURE PAGES:** Include cover letter, Attachment A - RFP Signature and Authority Affidavit Form, any addenda signature pages. The Signature and Authority Affidavit submitted in response to this RFP must be signed by the person in the Proposer's organization who is responsible for the decision as to the prices being offered or by a person who has been authorized in writing to act as agent for the person responsible for the decision on prices and services. Failure to provide this forms/information with your bid submittal may disqualify your proposal.

### **ATTACHMENT A**

#### **SIGNATURE AND AUTHORITY AFFIDAVIT FORM**

PROPOSING COMPANY NAME:

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FEIN (Federal Employer ID Number) OR Social Security # (if Sole Proprietorship)

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Address:

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City \_\_\_\_\_ State \_\_\_\_\_ Zip + \_\_\_\_\_

Number of years in Business \_\_\_\_\_

Name the person to contact for questions concerning this proposal.

Name \_\_\_\_\_ Title \_\_\_\_\_

Phone ( ) \_\_\_\_\_ Toll Free Phone ( ) \_\_\_\_\_

Email Address \_\_\_\_\_

In signing this proposal, we also certify that we have not, either directly or indirectly, entered into any agreement or participated in any collusion or otherwise taken any action in restraint of free competition; that no attempt has been made to induce any other person or firm to submit or not to submit a proposal; that this proposal has been independently arrived at without collusion with any other proposer, competitor or potential competitor; that this proposal has not been knowingly disclosed prior to the opening to any other proposer or competitor.

The undersigned, having familiarized themselves with the conditions affecting the cost of the work, having read completely the requirements, hereby proposes to perform everything required and to provide and furnish labor, materials, equipment, tools and all other services and supplies necessary to produce in a complete and workmanlike manner all of the materials or products described in the project relating to this proposal.

I further certify that I have carefully examined the proposal documents and all terms herein, and site where the work is to be done and have no agreements to prevent the completion of said work.

\_\_\_\_\_  
**Signature/Title**

\_\_\_\_\_  
**Name (type or print)/Date**

**ATTACHMENT B  
REFERENCES**

**Proposer:** \_\_\_\_\_

Provide company name, address, contact person, telephone number, and appropriate information on the product(s) and/or service(s) provided to customers similar to those requested in this solicitation document. Potential subcontractors cannot be references. Any subcontractor arrangement for the completion of this work shall be listed on a separate page.

**Company Name:**

\_\_\_\_\_  
**Address (include Zip + 4)**

\_\_\_\_\_  
**Contact Person:** \_\_\_\_\_ **Phone No.** \_\_\_\_\_

**E-Mail Address:** \_\_\_\_\_

**Product(s) Used and/or Service(s) Provided:**

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**Company Name:**

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**Address (include Zip + 4)**

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**Contact Person:** \_\_\_\_\_ **Phone No.** \_\_\_\_\_

**E-Mail Address:** \_\_\_\_\_

**Product(s) Used and/or Service(s) Provided:**

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**Company Name:**

---

**Address (include Zip + 4)**

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**Contact Person:** \_\_\_\_\_ **Phone No.** \_\_\_\_\_

**E-Mail Address:** \_\_\_\_\_

**Product(s) Used and/or Service(s) Provided:**

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**Company Name:**

---

**Address (include Zip + 4)**

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**Contact Person:** \_\_\_\_\_ **Phone No.** \_\_\_\_\_

**E-Mail Address:** \_\_\_\_\_

**Product(s) Used and/or Service(s) Provided:**

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**Company Name:**

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**Address (include Zip + 4)**

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**Contact Person:** \_\_\_\_\_ **Phone No.** \_\_\_\_\_

**E-Mail Address:** \_\_\_\_\_

**Product(s) Used and/or Service(s) Provided:**

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