

Addendum #1

RFQ #CC598-24

CASPER COLLEGE NEW BUILDINGS LEVEL I STUDY

CLARIFICATIONS / QUESTIONS AND ANSWER:

The Request for Qualifications opening has been moved to GW404 on January 16, 2025 at 2:00 pm.

Casper College's goal with this RFQ is to select a firm that will complete a reconnaissance study for each building. Casper College at this time will be evaluating the submitted firms for their qualifications, and their rate sheet per discipline within their firm.

Casper College requires the selected firm to deliver a final work product that aligns with the specifications outlined in Wyoming State Statute 9-2-108 and Section 1.8 of this RFQ. Wyoming State Statute 9-5-108(i) specifies that 'Level I reconnaissance studies shall, to the extent possible,' conform to established standards and guidelines. While certain aspects of this work have already been addressed in our Campus Master Plan Refresh—information which will be made available to the selected firm(s)—there are elements of the Wyoming State Statute that do not apply to this specific reconnaissance study. Casper College will collaborate with the selected firm(s) to identify and address these non-applicable areas while ensuring all relevant requirements are met.

1. Are fees required with the RFQ submission due on January 16?
 - Casper College is asking for each firm to submit their detailed rate sheet per discipline within their organization. We are not asking for a project price.
2. If fees are required, is there a public bid opening on the date referenced in the RFQ?
 - We are asking for a rate sheet not a project price. There will be a public opening of these proposals but it will be just to qualify the firms that submitted their RFQ on time.
3. To confirm, the client would like fees included in the entire proposal document, not as a separate sealed envelope.
 - Please include your rate sheet with your RFQ.
4. If fees are to be included in the proposal document, will they count towards the page limit? In our experience, when fees are requested with an estimated breakdown by hours and hourly rates, the fees typically take up quite a few pages.
 - Yes, your rate sheet is required in the page limit. You don't have to have estimated breakdowns by hours and hourly rates at this time. The firms selected for interviews will be asked to provide a breakdown and an overall cost.
5. Per the RFP, fees are to be broken out by phase, discipline, and anticipated hours. This RFP is for Level I Services only. Does the client prefer or require further breakdown beyond Level I Services?
 - Please provide your rate sheet. You don't have to have estimated breakdowns by hours and hourly rates at this time. The firms selected for interviews will be asked to provide a breakdown and an overall cost.

6. The proposal describes that printed proposals are required to be delivered to the College. How many copies of our proposal should be provided to the client before the deadline of Thursday January 16th?
 - Please include 3 copies and an original. Also, it is helpful if you are able to include a thumb drive so I can send out a digital copy to the selection committee.
7. There are several places in the linked Master Plan that reference Appendices, most notably, Appendix B and C on the pages pertaining to these two buildings. Could the client please provide all the Appendices referenced throughout the Master Plan?
 - Casper College will provide the appendix to the awarded firm(s).
8. Does the college have or will the college provide or will the Architect need to provide a preliminary geotechnical study of each site?
 - For this level 1 study, a geotechnical study will not be needed. The selected firm(s) will be expected to do a site overview to obtain knowledge of the area. If geotechnical studies are available, the college will make them available to the selected firm(s).
9. Would the client like to have a cost estimator as part of the team for this phase of work?
 - The college doesn't anticipate the need for a cost estimator for this level 1 study. However, some cost estimations were done in our Campus Master Plan refresh.
10. Is there a goal schedule for this phase of work?
 - Our goal would be to have this level 1 study completed by April 1, 2025.
11. Under Proposal Format, Tab 3 states that we need to include a list of similar projects that we have performed in the last five (5) years. Would the College consider extending this requirement to ten (10) years?
 - The college would like the projects completed in the last five years. If a firm has not done a similar project within five years, please include those projects. This will not disqualify a firm, but it will be taken into consideration when evaluating the firm's qualifications.
12. Regarding the timeline for submittal of this proposal, the client expects an addendum to be released on Friday (the 10th). At the meeting it was stated that this would give us approximately a week to work on the proposal before the submittal due date, Thursday the 16th. The client has requested printed proposals for this project, and factoring the time in to have the proposal printed, we realistically need to wrap up our submittal by the end of the day on Monday. Would it be possible for us to send a digital copy of the proposal via email by the requested deadline (January 16, 2025 – 2:00pm), and provide the printed copies of the proposal at a later date, or provide a digital copy of the proposal only?
 - Casper College is not able to accept digital proposals.
13. Per the discussions of the preproposal meeting, please confirm that fees will not be required with the with the initial qualification submittal.
 - Casper College asks each firm to submit a detailed rate sheet per discipline within their organization. We are not asking for a project price.
14. Please confirm that each facility has a single preferred site and that evaluations of multiple sites are not required in the scope of this project.
 - At this time, we are not asking for a project price. We will discuss the proposed sites with the firm(s) selected for an interview.
15. Please confirm that Environmental Studies, Geotechnical Investigations, and Survey will be procured by Casper College.
 - These studies are not needed to complete the level 1 Reconnaissance study. If at a later date it is necessary, Casper College will work with the selected firm(s).
16. Discussions at the preproposal meeting indicated that Casper College may select a separate team for each project. Please confirm this possibility.
 - Yes, Casper College is willing to select multiple firms.

17. Discussions at the preproposal meeting indicated that an interview would be part of the process. Could you please provide an estimated schedule for interviews?
 - Please see the amended Schedule of Activities.
18. It was noted at the preproposal meeting that Casper College desired to have both studies completed by 4/1/2025. Based on the proposed timeline, this will allow no more than eight weeks to complete a very iterative process that will require significant input from CC educators and administrators, as well as at least 2-3 weeks for cost estimation and review. Can the timeline be altered to allow adequate input and response from the College?
 - Casper College will work with the selected firm(s). We desire to complete this by 4/1/25 so that we can submit it to the state this year.
19. Please confirm that fees are not required for the initial RFQ submission. (Section 2, tab 5)
 - Casper College asks each firm to submit a detailed rate sheet per discipline within their organization. We are not asking for a project price.
20. Please confirm that Casper College will shortlist select firms and schedule interviews, and at that time, proposals with fees for the level 1 study will be delivered.
 - Yes
21. Please confirm updates to the anticipated schedule for start and delivery of the level 1 study.
 - Please see the Schedule of Activities below. Casper College will work with the selected firm(s). We desire to complete this by 4/1/25 so that we can submit it to the state this year.
22. Please confirm that the 'site assessment' will be limited to the preferred sites in the master plan document (the 'Option 2' sites) – one preferred site per building.
 - This will be discussed with the select firms in the interview process.
23. Please confirm that the environmental study will be procured by the Owner and will not be part of the architecture firm scope.
 - An environmental study will not be needed for the level 1 reconnaissance study at this time. The selected firm(s) will be expected to do a site overview to obtain knowledge of the area. If environmental studies are available, the college will make them available to the selected firm(s).
24. Does the campus have a facilities design/ engineering requirement that the project will need to follow?
 - At this time, we don't.
25. Can we see an example of a sample contract?
 - At this time, we don't anticipate the contract being more than the document contained in the RFQ, the response to the RFQ, and a Purchase Order.
26. Will interviews be part of the procurement process? If so, what date(s) do you anticipate holding those?
 - Yes, please see the updated Schedule of Activities.
27. How many contracts are you planning on awarding for the building(s)? Will you select one firm or multiple firms?
 - Casper College does not have a preference on whether we go with one firm or multiple firms.
28. Do you want separate qualifications responses for each building with the proposed team and project experience separated based on the particular building program or as a single qualification response?
 - A single response with your qualifications a detailed rate sheet per discipline within their organization. If a firm is only interested in one particular building or site please indicate that in the firm's submittal.
29. Will you be requiring fee proposals per article 1.7 and TAB 5 or will those only be required for the shortlisted if you are holding interviews?
 - Yes.

30. Has the College determined which of the 4 options (Option 1, 2, 3a, or 3b) presented in the Master Plan Refresh that they would like the buildings to be located on or are all or some of the options still being considered?
- None of the options have been ruled out, but Casper College currently thinks that we do have two preferred sites. The selected firm(s) will help us narrow this to one site per building. The two current preferred sites are between the Gateway Building and Casper Mountain Road for the Health Science Building and between Career Studies and Casper Mountain Road for the Industry Building.
31. Has the College established a deadline for the delivery of the Level I scope of work?
- April 1, 2025
32. Is it possible to propose on a single project, or do all submittals need to include fees for consideration for both projects?
- Any firm can bid on any project. If your firm is only interested in one building or onsite please note this in your proposal.
33. Does the college have or will the college provide or will the Architect need to provide a preliminary geotechnical study of each site?
- For this level 1 study, a geotechnical study is not necessary. The selected firm(s) will be expected to do a site overview to obtain knowledge of the area. If the geotechnical studies are available the college will make these available to the selected firm(s).

Schedule of Activities:

Activity	Date	Time (our clock)
<i>Issue / Post RFQ</i>	<i>12/16/25</i>	<i>N/A</i>
<i>Site Visit (recommended)</i>	<i>1/7/25</i>	<i>3:15 pm</i>
<i>Last Date for clarification inquiries</i>	<i>1/9/25</i>	<i>2:00 pm</i>
<i>Proposal submission deadline/Proposal opening</i>	<i>1/16/25</i>	<i>2:00 pm</i>
<i>Evaluation of RFQ's</i>	<i>Week of 1/20/25</i>	
<i>Award of interviews</i>	<i>By 1/29/25</i>	
<i>Interviews</i>	<i>Week of 2/10/25</i>	
<i>Award of a Contract</i>	<i>Before or Week of 2/17/25</i>	<i>N/A</i>



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