Issued Date: November 9, 2026

Casper College | Procurement Department

125 College Drive, Casper WY 82601

# Request for Proposal:
# ENGINEERING FOR RESIDENCE HALL CHILLER REPLACEMENT

Request for Proposal Number:

#CC626-26

PROPOSAL DUE DATE AND TIME:

December 10, 2026 – 2:00 P.M. Mountain Time

Request for Proposal Opening:

December 10, 2026 – 2:00 P.M. Mountain Time

Question Deadline:

December 1, 2026 – 2:00 P.M. Mountain Time

Non-Mandatory Site Visit / Zoom Call:

November 23, 2026 – 2:00 P.M. Mountain Time

PROCUREMENT REPRESENTATIVE: Shane Pulliam
E-MAIL ADDRESS: shane.pulliam@caspercollege.edu
TELEPHONE NO.: (307) 268-2633

# SECTION 1: Definitions and Terminology

Wherever used in this bid or other related procurement documents, the following terms have the meanings indicated. These definitions apply to both singular and plural forms and may be used interchangeably.

- **Addendum:** Written or graphic instruments issued prior to the bid opening that clarify, correct, or change the bid or related procurement documents.
- **Bid / Bid Form:** The pricing and/or documentation submitted to the College in response to the Request for Proposal (RFP).
- **Bidder / Firm:** The company or vendor submitting a bid.
- **Contract:** An agreement between Casper College and the successful bidder, including the written contract, RFP, any addenda, purchase order(s), terms and conditions, and the bidder's response to the RFP.
- **Contractor:** The company awarded a contract or purchase order under this bid.
- **Evaluation Committee / Stakeholders:** Casper College employees or contracted individuals with a vested interest in the project.
- **Purchase Order / PO:** A contractual agreement outlining terms for the purchase of goods or services, including payment terms, delivery dates, quantities, item details, freight terms, and other conditions.
- **Request for Proposal (RFP) / Proposal**: A formal, publicly released document that outlines a need and invites businesses to submit bids to meet that need.
- **Specifications / Scope of Work:** Written or graphic descriptions outlining materials, equipment, standards, workmanship, services, and other administrative or technical details relevant to the proposal.

**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, Company, and Firm
  - Request for Proposal and RFP

# SECTION 2: Instructions to Bidders and Bid Requirements

1. **General Conditions:** The Procurement Department will receive proposals for a new Helpdesk / Enterprise Service Desk System. Proposals are due no later than December 10, 2026 at 2:00 PM Mountain Time.
2. Casper College reserves the right to waive irregularities or informalities, even those designated as mandatory, provided such waiver does not confer an unfair advantage or disadvantage.
3. Casper College may accept or reject any or all proposals. The College is not bound to accept the lowest bid, but rather the one deemed to be in the best interest of the institution. Pricing is important but not the sole criterion.
4. The bidder warrants that no kickbacks, gratuities, or contingency fees have been or will be paid in connection with this proposal, and that no conflict of interest exists with any individual involved in the process.
5. Casper College is committed to equal opportunity. Minority business enterprises are encouraged to participate. The College will not discriminate on the basis of age, race, color, sex, creed, religion, national origin, or disability. The awarded bidder must comply with the Americans with Disabilities Act and the Wyoming Fair Employment Practices Act.
6. The bidder certifies that its firm, including affiliates, subsidiaries, or subcontractors, provides equal employment opportunities regardless of protected status. Violation of this certification may result in termination of the contract.
7. All proposals are subject to public inspection in accordance with the Open Records Act. Proprietary or confidential information must be clearly marked and will be protected only to the extent allowed by law. Entire proposals cannot be marked as confidential.

### Preparation of Proposals

1. Bidders should thoroughly review all bid documents, specifications, scope of work, drawings, and any addenda. Failure to do so is at the bidder's own risk. Use only the RFP and referenced documents to prepare proposals.
2. All required documents (as outlined in Section 5 must be completed, signed by an authorized representative, and returned with the sealed bid.
3. Deviations or substitutions must be clearly noted and accompanied by complete specifications. Without a deviation statement, full compliance with the specifications is assumed.
4. Failure to provide a deviation statement and supporting documentation (if applicable) may result in bid rejection.
5. A proposal may be rejected if it modifies any specifications or minimum requirements outlined in the RFP.
6. Bid pricing must include all associated costs (materials, labor, installation, disposal, freight, insurance, etc.) on an FOB Casper College basis. In case of pricing discrepancies, unit pricing will prevail.
7. All preparation and submission costs are the responsibility of the bidder and will not be reimbursed.
8. Bid documents are available free of charge at:

caspercollege.edu/offices-services/purchasing
rockymountainbidsystem.com

## Submission, Modifications, Withdrawals, and Late Bids

1. Proposals must be sealed, include the attached Bid Form, and be signed by an authorized official. Late or unsealed proposals will not be accepted.
2. The Total Lump Sum Price must include all associated costs: labor, materials, operations, inspections, permits, bonds, insurance, incidentals, taxes, lodging, and proper disposal of existing materials.
3. Mail or hand-deliver sealed proposals to:

Attention: Procurement Department GW #311
Casper College
125 College Drive
Casper, WY 82601

4. Clearly label the outside of the proposal: "Engineering for Residence Hall Chiller Replacement Project #CC626-26"
5. Proposals may be modified or withdrawn prior to the deadline via signed email, fax, or letter from an authorized representative.
6. Modifications must be initialed by the authorized signatory.
7. Revised pricing must be submitted in a new sealed envelope and received before the proposal deadline.
8. Verbal or telephone modifications or withdrawals are not accepted.
9. A bidder who fails to fulfill awarded services may be excluded from future consideration.
10. Fax, telephone, or electronic submissions will not be accepted.

## Questions and Addenda

1. Direct all questions or clarifications to:

Shane Pulliam, Director of Procurement
125 College Drive
Casper, WY 82601
Phone: (307) 268-2633
Email: shane.pulliam@caspercollege.edu

2. Submit all inquiries no later than December 1, 2026 at 2:00 PM Mountain Time. Late inquiries will not be accepted. Addenda will be posted within one business day of that deadline when possible.
3. Only the Procurement Department may issue official addenda. Oral interpretations will not be binding.
4. Bidders are responsible for checking the bid sites for addenda prior to submission. All addenda must be acknowledged on the Bid Form.

## Bid Opening

1. A public bid opening will take place on December 10, 2026 at 2:00 PM Mountain Time in Room 310 of the Gateway Building on the Casper College campus. All interested parties may attend.
2. All bids must remain valid for a minimum of sixty (60) calendar days from the proposal closing date.

## Award and Contract Information

1. The bidder affirms that it has the necessary expertise, capacity, and legal credentials to execute the contract to the highest professional standards.
2. The awarded contractor may not assign, subcontract, or transfer the contract or any interest therein without prior written consent from Casper College.
3. If the awarded bidder declines the contract, Casper College reserves the right to award the contract to the next qualified bidder, reissue the RFP, or cancel the solicitation.

# SECTION 3: SCHEDULE OF ACTIVITIES

| Activity | Date | Time (our clock) |
|---|---|---|
| Issue / Post RFP | 11/9/26 | N/A |
| Site Visit (recommended) | 11/23/26 | 2:00 pm |
| Last Date for clarification inquiries | 12/1/26 | 2:00 pm |
| Proposal submission deadline/Proposal opening | 12/10/26 | 2:00 pm |
| Schedule of interviews / Project Award | After Week of 12/14/26 (estimated) | N/A |

# SECTION *4:* SPECIFICATIONS AND SCOPE OF WORK

### Project Overview and Objectives

Casper College is soliciting proposals from qualified professional engineering firms to provide comprehensive professional engineering, bidding assistance, and construction administration services for the replacement of the existing chiller system serving the Residence Hall.

The selected firm shall investigate existing conditions, evaluate the current mechanical, electrical, structural, and controls infrastructure, and design a complete replacement chiller system suitable for reliable year-round operation. The selected firm shall also prepare complete construction documents and technical specifications suitable for competitive bidding and construction, assist Casper College during the bidding process, and provide construction administration through project closeout, commissioning verification, and warranty-phase follow-up. The project is intended to provide a safe, energy-efficient, maintainable, code-compliant, and fully integrated chilled water system that supports the operational needs of the Residence Hall while minimizing disruption to campus housing operations.

### 2. Project Goals

The design and construction documents shall support the following project goals:

- Replace the existing chiller system with a modern, high-efficiency system.
- Provide a system designed for continuous year-round operation.
- Improve system reliability, maintainability, and energy performance.
- Integrate new equipment with the College's existing building automation and control systems.
- Address demolition, access, rigging, phasing, and occupant protection requirements.
- Provide a complete, biddable, and constructible design package with clear scope definition.
- Support successful construction execution, startup, testing, balancing, commissioning, training, and closeout.

### 3. Target Project Schedule

To minimize disruption to residential students, Casper College has established the following target schedule:

- Design and Construction Documents Completion: End of January
- Contractor Bidding Phase: February
- Construction and Project Completion: Summer

Proposing firms shall confirm their ability to meet this schedule and identify any assumptions or owner decisions required to maintain it.

### 4. Scope of Professional Services

The selected engineering firm shall provide services across the following phases.

**Phase 1:** Investigation, Existing Conditions Assessment, and System Design

#### 4.1 Existing Conditions Investigation

The engineer shall:

- Conduct comprehensive field investigations of the existing mechanical, electrical, structural, controls, and related building systems affecting the chiller replacement.
- Review available as-built drawings, prior studies, maintenance records, and relevant facility information provided by Casper College.
- Verify existing equipment capacities, utility service characteristics, piping configurations, available space, access limitations, rigging constraints, and operational considerations.
- Investigate existing chilled water distribution conditions and identify required removals, modifications, and tie-in points.
- Identify demolition requirements and prepare demolition plans and notes necessary for removal or abandonment of existing equipment and related systems.
- Identify hazardous or restricted conditions observed during field review that may affect design or construction, with recommendations for further owner evaluation where appropriate.

#### 4.2 Mechanical System Design

The engineer shall provide a complete mechanical design for a high-efficiency replacement chiller system. The design shall:

- Utilize refrigerants acceptable under current codes and standards, including consideration of R-32 or R-454B if appropriate and permitted by the final equipment/application configuration.
- Be engineered for continuous year-round operation aligned with the Residence Hall HVAC requirements.
- Include primary-secondary piping loops, non-redundant pump configurations unless otherwise recommended, heat exchanger arrangements if applicable, remote condenser layouts if applicable, air separators, expansion provisions, and properly sized buffer tanks.
- Include equipment selection criteria, capacity calculations, control sequences, and basis of design narrative.
- Address maintainability, service clearances, equipment access, filter/service locations, and future replacement considerations.
- Include valves, specialties, insulation requirements, hydronic accessories, supports, and appurtenances required for a complete operating system.
- Address water treatment requirements and treatment coordination points.

- Incorporate freeze protection and low-ambient operating strategies, including glycol concentration recommendations if required, heat tracing if required, and low-ambient control measures.
- Include all necessary ventilation, drainage, housekeeping pads, and accessory systems needed for code-compliant equipment installation.

### 4.3 Building Automation System and Controls Integration

The engineer shall:

- Evaluate the College's existing building automation system (BAS) and define all integration requirements.
- Provide control drawings, written sequences of operation, points list, alarm requirements, trending requirements, and interfaces with existing campus controls.
- Define safeties, operating modes, lead-lag logic if applicable, freeze protection logic, low ambient sequences, setback or reset strategies, and failure/alarm responses.
- Coordinate control requirements among mechanical, electrical, and controls disciplines to avoid scope gaps.

### 4.4 Electrical Engineering Design

The engineer shall complete all necessary electrical engineering associated with the project, including:

- Evaluation of existing electrical service capacity and distribution serving the mechanical equipment.
- Design of power service, feeders, overcurrent protection, starters, disconnects, VFDs if applicable, and related distribution modifications required to support the new equipment.
- Coordination of equipment power characteristics, fault current considerations, and short-circuit/interrupting requirements.
- Design of power and controls interfaces for BAS devices, sensors, leak detection, emergency shutdowns, and ventilation interlocks where required.
- Identification of any panelboard, transformer, or distribution upgrades necessary for the project.
- Coordination with life safety and fire alarm interfaces if required by code or equipment application.

### 4.5 Structural Review and Support Design

The engineer shall provide, either directly or through properly qualified subconsultants:

- Structural review of all new equipment loads and support conditions.
- Design of housekeeping pads, equipment supports, roof curbs, curb reinforcements, framing modifications, pipe support anchorage, and penetration details as required.
- Review of rigging and placement considerations affecting the building structure.
- Sealed structural calculations and details where required.

### 4.6 Acoustic and Vibration Considerations

Because the project serves a Residence Hall, the design shall address occupant comfort through:

- Evaluation of vibration isolation requirements for chillers, pumps, piping, and associated equipment.
- Recommendations for spring isolators, inertia bases, flexible connections, and other vibration control measures as appropriate.
- Consideration of noise control measures where equipment location, discharge, or support conditions may affect residential occupancy.

### 4.7 Refrigerant Safety and A2L Compliance

If the selected system uses A2L refrigerants or other refrigerants requiring special safety measures, the engineer shall:

- Design all required refrigerant safety components and code-mandated protections.
- Address refrigerant leak detection, alarms, ventilation interlocks, emergency response interfaces, and mechanical room safety requirements.
- Coordinate applicable electrical area classifications, shutdown sequences, and signage requirements if required by the governing codes or equipment manufacturer instructions.
- Clearly identify contractor responsibilities for installation, startup, and testing of these safety systems.

## Phase 2: Construction Documents and Bidding Assistance

### 4.8 Design Deliverables

The engineer shall prepare complete, coordinated, sealed construction documents suitable for public bidding and construction. Deliverables shall include:

- Basis of design narrative.
- Design development documents for owner review.
- Final drawings and specifications.
- Equipment schedules.
- Control sequences and control diagrams.
- Demolition plans.
- Mechanical, electrical, controls, and structural details as required.
- General notes, phasing notes, temporary service notes, and startup requirements.
- Front-end coordination information needed to support incorporation into the College’s procurement package.

At a minimum, the engineer shall provide the following review milestones:

- 50% Design Submittal, including preliminary layout, design concepts, major equipment selections, and preliminary opinion of probable construction cost.
- 85% Design Submittal, including coordinated near-final documents and updated opinion of probable construction cost.
- 100% Final Bid Documents, sealed and ready for issuance.

Final deliverables shall include:

- One complete set of printable PDF construction documents.
- Editable source files for drawings and specifications, if requested by Casper College.
- A complete written scope of work suitable for use in the request for proposal or project manual.
- Technical specifications in CSI-format or similar industry-standard format.

### 4.9 Cost Estimating

The engineer shall provide an opinion of probable construction cost at each design milestone identified above. Cost opinions shall identify major cost components and note key assumptions.

### 4.10 Permitting and Code Coordination

The engineer shall:

- Identify permits, reviews, and code coordination items required for the project.
- Prepare documents necessary for plan review and permitting by the authority having jurisdiction.
- Respond to plan review comments related to the engineering design.
- Coordinate code compliance requirements into the design documents.

### 4.11 Bidding Assistance

The engineer shall assist Casper College during the bidding phase, including:

- Participation in pre-bid meetings.
- Assistance with bidder questions and requests for information.
- Preparation of technical clarifications and addenda as needed.
- Assistance in evaluating submitted bids for responsiveness to the technical requirements of the documents.
- Assistance in reviewing substitutions proposed during bidding.

## Phase 3: Construction Administration and Project Oversight

### 4.12 Submittal and RFI Review

The engineer shall promptly review contractor submittals, shop drawings, product data, controls submittals, coordination drawings if required, and requests for information for conformance with the design intent and contract documents.

### 4.13 Construction Observation and Administration

The engineer shall provide active construction administration services, including:

- Regular documented site visits during construction.
- Observation of critical project milestones, including demolition, equipment rigging/placement, major piping installation, controls installation, electrical rough-in, startup, testing, and substantial completion.
- Written field observation reports identifying observed progress, deficiencies, and items requiring correction or follow-up.
- Participation in construction meetings as needed.
- Assistance with evaluating proposed changes, substitutions, and contractor clarifications.
- Review of pay applications as related to observed progress, if requested by the owner.

Proposing firms shall identify their proposed frequency and structure for site visits and observation reports in their proposal.

### 4.14 Testing, Adjusting, Balancing, Startup, and Commissioning Support

The engineer shall:

- Define testing, adjusting, and balancing (TAB) requirements in the specifications.
- Require TAB to be performed by an independent, qualified firm, preferably certified by AABC or NEBB.
- Review startup documentation, TAB reports, functional test results, and commissioning documentation.
- Verify that control sequences have been demonstrated and that system integration is functioning as intended.
- Participate in final commissioning verification and acceptance activities.

### 4.15 Training, Closeout, and Warranty Review

The engineer shall:

- Review project closeout documentation, including O&M manuals, record documents, warranties, and training materials.
- Conduct final walkthroughs and develop/review the punch list.
- Verify substantial completion and final completion from an engineering standpoint.
- Participate in an 11-month or similar warranty review walkthrough, if requested by Casper College.

## 5. Code, Standard, and Regulatory Requirements

All services and resulting design documents shall comply with the latest adopted editions of all applicable federal, state, and local laws, codes, ordinances, and standards in effect for the project location and authority having jurisdiction. At a minimum, the engineer shall design in accordance with applicable provisions of:

- International Building Code (IBC).
- International Existing Building Code (IEBC), if applicable.
- International Mechanical Code (IMC).
- International Plumbing Code (IPC), if applicable.
- International Fire Code (IFC).
- National Electrical Code (NFPA 70).
- International Energy Conservation Code (IECC) or ASHRAE 90.1, as applicable.
- ASHRAE Standard 15, Safety Standard for Refrigeration Systems.
- ASHRAE Standard 34, Designation and Safety Classification of Refrigerants.
- Other referenced ASHRAE, NFPA, ICC, SMACNA, and industry standards applicable to the work.

The engineer is responsible for verifying the specific editions adopted by the local authority having jurisdiction and incorporating those requirements into the design.

## 6. Professional Licensing and Qualifications

The proposing firm and its key personnel shall meet the following minimum requirements:

- The prime engineering firm shall be legally authorized to provide professional engineering services in the State of Wyoming.
- All final drawings, specifications, reports, and other engineering deliverables requiring professional seal shall be signed and stamped by professionals properly licensed in the State of Wyoming.
- The project team shall include, at a minimum, qualified mechanical and electrical engineering professionals, and structural engineering support as needed for the project.
- The firm shall demonstrate experience with similar HVAC and chiller replacement projects, preferably in higher education, occupied residential, or institutional facilities.
- The firm shall be familiar with applicable state and local code requirements, plan review processes, and permitting expectations.

## 7. Owner Responsibilities

Casper College will provide the following assistance to the selected firm:

- Access to existing construction drawings, site plans, and historical building documents available to the College.
- Front-end bid specifications, general conditions documentation, contract management, and project advertising.
- Direct payment for printing/reproduction costs, plan review fees, and required permitting fees, unless otherwise noted.
- Access to the project site and coordination with campus operations personnel.

## 8. Proposal Submission Requirements

Interested firms shall organize their proposals to include the following information. Proposals that do not include complete information may be deemed non-responsive.

### 8.1 Firm Experience and Qualifications

Provide:

- Firm background and history.
- Description of relevant experience with similar higher-education, institutional, or occupied-building HVAC/chiller replacement projects.
- At least three project references with contact names, phone numbers, and email addresses.
- Description of the firm's experience with building automation integration, refrigerant safety requirements, and construction administration.

### 8.2 Project Team

Provide:

- Identification of key personnel, including Project Manager and lead mechanical and electrical engineers.
- Identification of structural, controls, and any specialty subconsultants.
- Roles and responsibilities of each team member.
- Office location of key staff and expected level of involvement.

### 8.3 Project Approach and Schedule

Provide:

- Proposed methodology for investigation, design, bidding assistance, and construction administration.
- Confirmation of ability to meet the target schedule.
- Proposed design milestone schedule.
- Proposed frequency and structure of construction site visits and observation reports.
- Description of quality control and coordination procedures.

### 8.4 Fee Proposal

Provide:

- Lump sum fee on the Casper College bid sheet for all services included in this scope.
- Identification of any assumptions or exclusions.
- Hourly rates for additional services, if requested by the owner.

**9. Additional Expectations**

The engineer shall prepare a design that is complete and coordinated such that bidders can clearly understand the full project intent without relying on major assumptions. The engineer shall identify any owner decisions needed early in the design process and shall promptly communicate issues that may affect cost, schedule, constructability, or system performance.
Casper College reserves the right to clarify scope and negotiate final services with the selected firm prior to contract award.

# *SECTION 5: PROPOSAL FORMAT*

**Letter of Interest / Introduction:** This letter shall explain your overall desire to be awarded this contract and provide 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 company. The letter shall bear the signature of the person having proper authority to make formal commitments on behalf of your company.

**Experience:** Submittals will include a detailed description of your company's overall capabilities, experience, and approach in providing the engineering services described. It will also detail the number of years your company has been in business and any projects you have been awarded that are similar in nature.

**Qualifications of Key Personnel:** Submit qualifications of those who will be involved in completing the scope of services, particularly the implementation and onboarding teams.

**References:** Provide references for similar projects in the last 5 years. Include the names of the organizations, a brief summary of work done, and the names, phone numbers, and e-mail addresses of contact persons.

**Pricing:** Provide a comprehensive total cost of each of the three areas (Design and Construction Documents, Contractor Bidding Phase, and Construction and Project Management) of the project. The project will be awarded of the grand total of these 3 areas.

**Document total:** Please submit one original bid and 2 copies of the proposal.

# SECTION *6:* EVALUATION CRITERIA

Proposals will be evaluated based on, but not limited to, the following criteria (**not necessarily in priority order**):

- **Pricing and Award Criteria:** While cost is a significant factor, the contract will not automatically be awarded to the lowest bidder. Casper College reserves the right to award the contract based on the "best value" procurement standard. Evaluation will encompass the total base bid as well as any and all proposed alternatives to determine the most advantageous outcome for the College.
- **Specifications/Qualifications:** The bidder must meet the terms, criteria, and qualifications necessary for this proposal.
- **Quality of Materials:** Are the proposed products of acceptable quality?
- **Reputation:** Evaluation of the bidder's references, past performance, and other relevant **information** available to Casper College**,** including results of previous projects (if any) conducted on campus.

- **Experience:** The level of experience and expertise of the bidder and their personnel related to the proposed work.
- **Subcontracting:** Will the bidder be performing the work directly, or will portions of the project be subcontracted?
- **Timeliness:** The bidder's ability to complete the project within the required timeframe. Can the bidder meet the completion dates specified in the proposal?
- **Warranty:** The scope, coverage, and duration of the warranty offered for both materials and labor.
- **Other Factors:** Additional miscellaneous criteria relevant to the proposal.

# SECTION 7: BID FORM

## Casper College – Bid Form

## *ENGINEERING FOR RESIDENCE HALL CHILLER REPLACEMENT*

## *CC626-26*

**Firms / Companies Name: _____**
**Bidder Name: _____**
**Primary Contact Name/Title: _____**
**Address: _____**
**Phone: _____**
**Email: _____**

| DESCRIPTION | PRICE |
|---|---|
| Design and Construction Documents | $ |
| Contractor Bidding Phase | $ |
| Construction and Project Management | $ |
| | |
| GRAND TOTAL = | $ |

**2. References**

1. **Institution: _____ Contact: _____ Email/Phone: _____**
2. **Institution: _____ Contact: _____ Email/Phone: _____**
3. **Institution: _____ Contact: _____ Email/Phone: _____**

**4. Authorized Signature**

By signing below, the bidder certifies that the prices offered are all-inclusive and that the company has not acted in collusion with any other bidder.

**Signature: _____** Printed Name: _____ **Date: _____**