



REQUEST FOR PROPOSAL
LUMP-SUM DESIGN BUILD PROPOSAL

EVENT CENTER AT ARCHER
EVENT CENTER INDOOR LIVESTOCK WASH RACK EXPANSION
CHEYENNE, WY

Pre-Bid Meeting

2:00PM July 1, 2021
Event Center at Archer
3801 Archer Pkwy
Cheyenne, WY 82009

Submittals Due

2:00 PM July 15, 2021

REQUEST FOR PROPOSAL

Laramie County Event Center at Archer Indoor Livestock Wash Rack Expansion

I. ADVERTISEMENT

Laramie County (County) proposes to expand the existing Event Center at Archer by construction of an additional 4,000+sf at the current site in Cheyenne, Wyoming

The County is accepting lump-sum design build proposals to design and construct the 4,000+sf expansion to the pre-engineered metal building. Design will include all architectural, structural, mechanical, plumbing, electrical and civil design elements. The produced plans and specifications will be stamped and code compliant for Laramie County to use in the procurement of a general contractor. The firm selected to perform this services will be required to coordinate with the County Owners Representative and Events Department Director during the design process to ensure design meets the needs of the end user. All design documents shall become the property of Laramie County.

These documents are available for download through the County's website at: <http://www.laramiecounty.com>. There will be a mandatory pre-bid meeting on July 1, 2021 at 2pm at the Event Center at Archer (Site). Questions regarding this service or any other information should be directed to Dan Ange, Laramie County Events Director at dange@laramiecounty.com.

The County will select the firm based on the response to this RFP. Firms shall submit qualifications and a cost proposal. The County will make a selection based on the proposals received and the ability of the design firm to meet the schedule and needs of the County.

The County's objective is to complete the Project on time and under budget, while maintaining the County's commitment to quality, efficiency, value, innovation, sustainability, and compliance with all applicable regulatory requirements.

For additional information please visit Laramie County's website at: <http://www.laramiecounty.com> click on the link to "Event Center Indoor Livestock Wash Rack Expansion".

Proposals shall be received by email to dange@laramiecounty.com by 2:00 P.M. Mountain Time, July 15, 2021.

II. PROJECT OVERVIEW

1. The proposed Event Center expansion consists of adding tie-out space for the washing and grooming of cattle and providing dedicated restrooms for the adjacent indoor dirt event space. The project has several components:
 - a. Overview. The proposed expansion design consists of 4,050 gross square feet of new construction. Major building components include a concrete floor, plumbing and drainage for 123 linear feet of wash rack space, one men's restroom, and one women's restroom.

This project is to facilitate a large-scale cattle show, scheduled to occur in late November of 2021. This project has the potential to be broken into two phases:

Phase I

- Grading
- Concrete Floor
- Cinder block retaining walls
- Column footers
- Plumbing
- Drainage
- Steel tie rails

Phase II

- Building and finishes (exterior must match existing building)
- Electrical
- Corayvac heating
- Restroom fixtures

2. Currently, the projected construction timeframe is envisioned as follows:
 - a. Phase I
 - i. Construction Start Date: August 15, 2021
 - ii. Construction End Date: November 13, 2021
 - b. Phase II
 - i. Construction Start Date: TBD 2022
 - ii. Construction End Date: TBD 2022

III. GENERAL SCOPE OF SERVICES

The requirements of the building may be subject to change based on the programming efforts of the design team. Current scope of design will include:

1. 4,050 SF pre-engineered insulated metal building, 14.5' eave height, 22' interior height, standard metal roof and wall panels, drive through design.
2. Concrete floors designed to meet capacity of standard vehicle traffic, with integrated trench drains to sand/oil interceptor.
3. Cinder block rear and side retaining walls
4. 125 linear feet of steel tie-out rail, mounted to rear retaining walls
5. Dual restroom (one men's, one women's) and utility/custodial room.
6. 10' x 10' insulated overhead doors with pipe bollards on each side
7. Insulated Hollow metal doors and frames.
8. Concrete apron outside overhead door and walk-through doors

9. Ceiling mounted radiant tube heat system, Ventilation and Exhaust systems, no cooling required.

IV. FEE, RATES, and ESTIMATED COSTS:

The services of the Firm will be completed under a Professional Service fixed-fee contract with the County. Procurement of this service will be through review of the RFP, no interview is required. The County may seek to negotiate with the responds prior to award of the contract. Fee proposals shall include:

1. Itemized list of services to be performed.
2. Fixed Fee for design services.
3. Fee to provide post design construction cost estimate.
4. Potential Fee savings ideas, if any.

All fee proposals shall include all costs of insurance required by the County, all submittal and equipment information reviews to be performed, transportation to and from the jobsite, printing, mailing, documentation, reporting, office overhead, profit, lodging, per diem, etc.

Should contract negotiations with the selected firm be unsuccessful, the County reserves the right to begin negotiations with another firm.

V. INSTRUCTIONS TO RESPONDENTS

SUBMISSION: In order to be considered, proposals must arrive via **email** at the address below by **2:00 P.M. Mountain Time, July 15, 2021**. Submitters shall submit one PDF file copy of their completed statement of qualifications and fee schedules to the County at the following address:

dange@laramiecounty.com

Please include the following reference in the subject line of the email:

Event Center Indoor Livestock Wash Rack Proposal

It is the responsibility of the Respondent to ensure that their responses are received on or before the submission date and time. Allow sufficient delivery time to ensure receipt by the date and time specified.

- Response to any Respondent's inquiries will be made by the County in a timely manner. Inquiries and questions shall only be received by Laramie County via **email** at the following address: dange@laramiecounty.com.

CLARIFICATIONS OR SUPPLEMENTS TO REQUEST FOR PROPOSAL: In the event that it becomes necessary to revise any part of this RFP, a notice of any clarifications will be posted on the County website and labeled as an addendum to the original RFP. Documents will be available through the same link as the original RFP. It is the responsibility of Respondents, prior to submission date, to ensure their response reflects any and all addenda and changes. The County will not maintain a list of firms downloading this RFP.

INCURRING COSTS: The County is not liable for any cost incurred by Respondents 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.

RFP CANCELLATION: The County reserves the right to cancel this Request for Proposal at any time, without penalty.

NON-DISCRIMINATION: The respondent shall comply with all applicable state and federal laws, rules and regulations involving non-discrimination on the basis of race, color, religion, national origin, age, sex, or sexual orientation.

AVAILABILITY OF FUNDS: Financial obligations of the County payable after the current fiscal year are contingent upon funds for that purpose being appropriated, budgeted, and otherwise made available. In the event funds are not appropriated, any resulting contract will become null and void, without penalty to the County.

VI. STATEMENT OF QUALIFICATIONS

SOQs shall not be voluminous and should, if possible, be kept below 5 MB; but shall provide sufficient information to allow the Owner to evaluate the firm's Fee proposal, experience, staff and availability.

The proposer shall:

1. Provide information on the firm's experience on projects of similar size, function, and complexity including similar types of construction. Projects should demonstrate the firm's capabilities to perform on the project at hand. Provide contact information for each project referenced.
2. Responders shall be clear with respect to the:
 - Company's credentials
 - The local office's credentials, and
 - The project team's credentials
3. List key personnel to be assigned to this project. Resumes should include experience, licenses, certifications and other relevant information.
4. Discuss your firm's capabilities to meet time and project requirements and ability to perform the work taking into account your current and projected workload.
5. Special Qualifications. Describe any unique or extraordinary skills or qualifications your firm brings to the project. How would selection of your firm add value to the project?
6. Identify the location of your primary place of business.

VII. PRE-SUBMITTAL WALK-THROUGH:

A mandatory walk-through of the facility will be conducted at **2:00 P.M. Mountain Time, July 1, 2021.**

VIII. ADDITIONAL CONDITIONS

- 1) The successful respondent will be expected to enter into a contract, including insurance requirements, with Laramie County upon terms acceptable to the County. The contents of this RFP, the respondent's responses to same and all provisions of the successful qualifier deemed pertinent by the County may be incorporated into a contract and become legally binding.
- 2) The County reserves the right to award the contract to the respondent(s) that the County deems to offer the best overall proposal(s). The County is therefore not bound to accept a proposal on the basis of lowest price. The County reserves the right to reject any or all proposals submitted and/or to waive or ignore any irregularities and/or omissions in any submission and to accept any proposal, portion of proposal, combination of proposal and or to reject or accept any proposal for any reason in its discretion
- 3) The County at its sole discretion, reserves the right to cancel this RFP, to modify the services sought, to reject any and all proposals, to waive any and all informalities and/or irregularities, or to re-advertise with either the identical or revised specifications, if it is deemed to be in the best interest of the County to do so. The County also reserves the right to make multiple awards, based on experience and qualifications if it is deemed to be in the County's best interest.
- 4) Laramie County does not waive its Governmental/Sovereign Immunity, as provided by any applicable law including W.S. § 1-39-101 et seq., by issuing this Request and/or entering into any agreement with any successful Respondent. Further, Laramie County fully retains all immunities and defenses provided by law with regard to any action, whether in tort, contract or any other theory of law, based on this RFP and any subsequent agreement(s).
- 5) Any errors or omissions discovered in this request for proposal, or any additional information needed to clarify any issues in the request, will be communicated to all firms who have expressed an interest in the engagement. The communication will amend the requests accordingly
- 6) If a respondent discovers any ambiguity, conflict, discrepancy, exclusionary specifications, omission, or other error in this document, the respondent shall immediately notify the County's representative. If respondent fails to notify the County of any error, ambiguity, conflict, discrepancy, exclusionary specifications, or omission in this RFP, the respondent shall submit a response at its own risk and under such conditions. If the respondent is awarded a contract, then such respondent will not be entitled to additional compensation, relief, or time by reason of the error or its later correction
- 7) It is incumbent upon each respondent to carefully examine all specifications, terms, and conditions contained herein and in all referenced data and documents. Any inquiries, suggestions, or requests concerning interpretation, clarification or additional information shall be made in writing, through the County contact named above. The County will not be responsible for any oral representation(s) given by any employee, representative or others. The issuance of a written addendum is the only official method by which interpretation, clarification or additional information can be given.
- 8) Respondents are advised that Laramie County is a governmental entity in the State of Wyoming. Public works projects, such as that referenced herein, carried out by governmental entities are subject to certain legal and regulatory requirements which may or may not be applicable to private entities. Any contract with a successful respondent will contain a requirement to monitor and secure compliance on the project with all applicable laws and regulations including, but not limited to, those contained in Wyoming statute WS 16-6-101 et seq.

9) If it becomes necessary for the County to revise or amend any part of this RFP, notice may be obtained by accessing the County web site. Respondents in their proposal must acknowledge receipts of amendments. Each respondent should ensure that they have received all addenda and amendments to this RFP before submitting their proposal. Please check the Laramie County web site at <http://www.laramiecounty.com> for a copy of the RFP and addenda.

10) All proposals submitted in response to this request become property of the County and public records, so they may be subject to public review. The laws of Wyoming require that the contents of all proposals shall be placed in the public domain and be open to inspection by interested parties. Trade secrets or proprietary information that are recognized as such and are protected by law may be withheld if clearly identified as such in the proposal. The respondent must mark in bold red letters the term "CONFIDENTIAL" on that part of the response, which the respondent believes to be confidential. The respondent may be required to submit in writing specific detailed reasons, including any relevant legal authority, stating why the respondent believes the material to be confidential. Vague and general claims as to confidentiality will not be accepted. Laramie County will be the sole judge as to whether a claim is general and/or vague in nature. The entire proposal cannot be designated as proprietary or a trade secret. If a request is received to examine portions designated as proprietary or a trade secret, Laramie County will notify the respondent to permit the respondent to defend the proprietary nature of the information.

11) The County reserves the right to request additional information, or request clarification, or reject in its sole discretion any and all proposals. Firms may submit a joint proposal.

12) Invalidity: If any provision of this RFP is held invalid or unenforceable by any court of competent jurisdiction, or if the County is advised of any such actual or potential invalidity or inability to enforce, such holding or advice shall not invalidate or render unenforceable any other provision hereof. It is the express intent of that the provisions of this RFP are fully severable.

13) By submitting in response to this RFP, respondent agree and understand that this RFP as well as any subsequent agreements shall be governed by and interpreted pursuant to the laws of the State of Wyoming. If any dispute arises between the parties from or concerning this RFP or the subject matter hereof, any suit or proceeding at law or in equity shall be brought in the District Court of the State of Wyoming, First Judicial District, sitting at Cheyenne, Wyoming. The foregoing provisions of this paragraph are agreed by the parties to be a material inducement to Responders and to County. This provision is not intended nor shall it be construed to waive County's governmental immunity as provided in this Agreement.

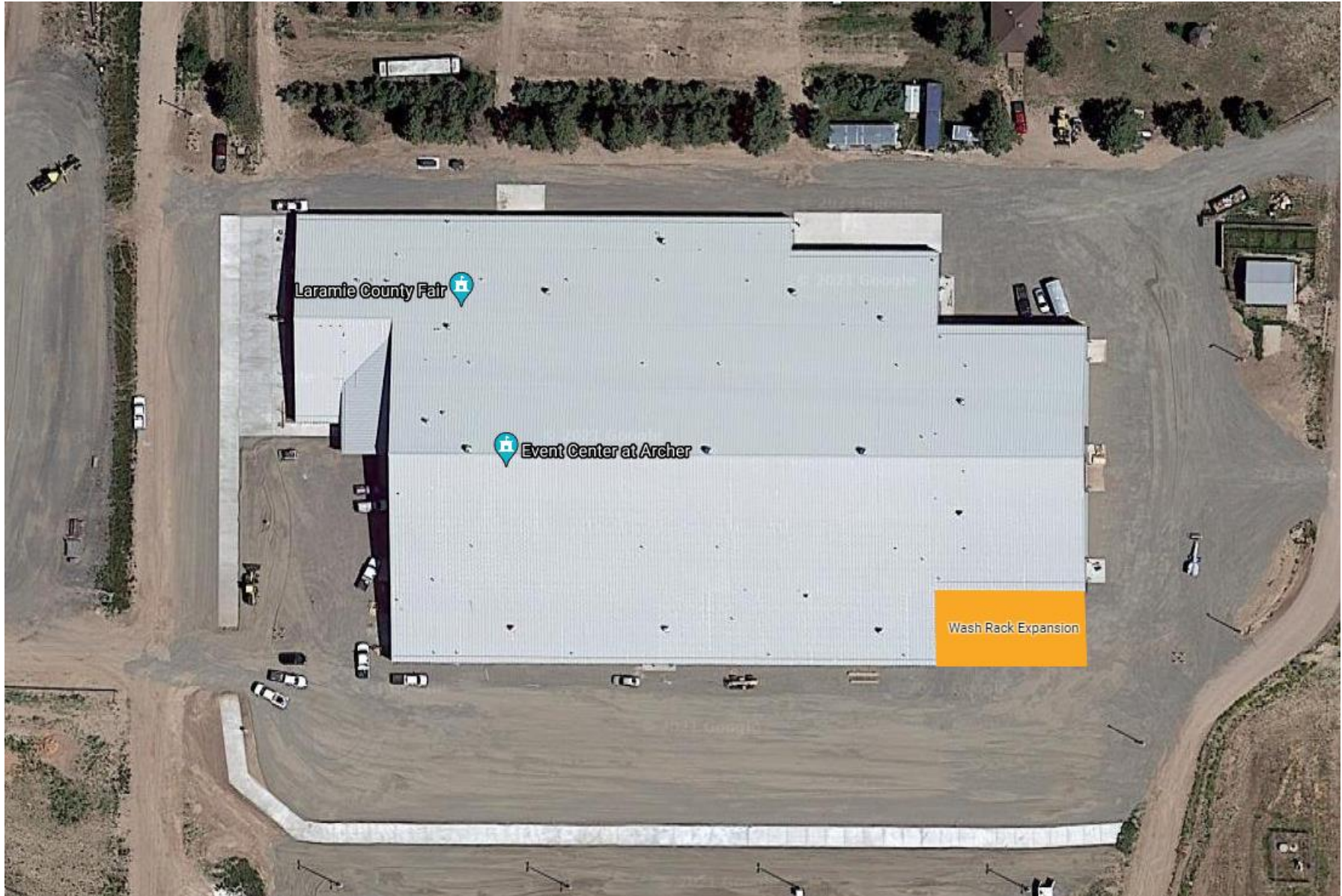
IX. ADDITIONAL INFORMATION

Please visit Laramie County's Site at: <http://www.laramiecounty.com> click on the link to "Project Bid Information at QuestCDN". A ten dollar (\$10.00) fee will be charged.

Questions should be submitted in writing to dange@laramiecounty.com no later than Tuesday, July 2, 2021 at 5:00 PM.

X. EXHIBITS

1. EXHIBIT A – Event Center at Archer aerial view



2. EXHIBIT B – **DRAFT** schematic of the proposed expansion

