



Natrona County Parks Department

538 S.W. WY Blvd
PO Drawer 848
Mills, WY 82644
(307) 235-9325

**Request for Proposals ("RFP") for Professional Architectural Services
for Casper Mountain Trails Center, Including Building and Site Design**

Notice is hereby given that the Natrona County Parks Department ("Parks") is seeking Professional Architectural and Construction Management and Administrative Services for a Casper Mountain Trails Center (CMTC), including building and site design (such improvements being referred to herein as the "Work"), which must be performed in compliance with the Natrona County Building Code. Parks is seeking proposals from professional architecture firms to be the "Construction Manager Agent" for Parks--a construction consultant providing administrative and management services to the public entity throughout the design and construction phases of a public work. Once a qualified Construction Manager Agent is selected pursuant to the provisions of Natrona County's procurement procedures, Parks shall negotiate a contract with the selected firm for its Services in completing the Public Work. The firm will be required to provide its proposed draft of such a contract for discussion purposes.

Complete proposals must be received by 2:00 pm MDT, January 26, 2022 at PO Drawer 848, Mills, WY 82644, or delivered to Parks at 538 SW Wyo. Blvd in Mills. To request a complete RFP package which fully details the Services to be provided by the Construction Manager Agent ultimately selected, and/or to obtain relevant information about the Concept Plan, contact Parks at (307) 235-9325. For more information, ask for Michael Brown, Assistant Parks Director.

Parks will conduct a site walk-thru of proposed CMTC site at 1:00 pm MDT, Wednesday January 5, 2022, beginning at the CMTC parking lot. A copy of the Geotechnical Engineering Report and Concept List are available for review/checkout at the Parks office.

The selection procedure that will be used to select the best qualified Construction Manager Agent for the Public Work is the procedure set forth in the complete RFP package, but such Agent will be selected from the set of architects who have submitted complete proposals as required by the RFP. The selection process shall require the individual interviews referred to in the RFP which will include discussion of each firm's projections of the costs of the Work and price of the Agent's Services, the firm's qualifications, approaches to completing the Work, the firm's ability to furnish additional professional services (such as those of design professionals, surveyors and geotechnical engineers) and the firm's ability to protect Natrona County from cost overruns in completing the Work.

This RFP does not obligate Natrona County ("County") to pay any costs incurred by respondents in the preparation or submission of proposals. The County reserves the right to reject any and all proposals, waive formalities, informalities and technicalities therein, and to accept whatever proposal it determines to be in the best interest of the County.

Natrona County Parks Department

Michael Brown, Assistant Parks Director