

REQUEST FOR PROPOSAL

Facilities Master Plan with Space Utilization Analysis

Western Wyoming Community College

Rock Springs, Wyoming

SECTION I: OVERVIEW

Western Wyoming Community College (“Western” or “the College”) is a public, comprehensive community college located in Rock Springs, Wyoming, serving a large rural and geographically dispersed service area. In addition to the main campus in Rock Springs, the College operates the Green River Center and provides academic transfer programs, workforce development, community education, online learning, student housing, athletics, and student support services.

Western seeks proposals from qualified consulting firms to develop a comprehensive Facilities Master Plan grounded in a data-driven space utilization analysis. The College desires an objective, forward-looking, and implementation-focused plan that aligns facilities with current institutional strategic priorities (updated in FY2026), evolving instructional delivery methods, enrollment trends, workforce needs, student experience, operational sustainability, and long-term institutional resilience.

The Master Plan should not assume continuation of prior planning assumptions and should instead evaluate campus facilities and space needs based on current utilization data, institutional priorities, and future operational and community needs.

The selected consultant will provide strategic recommendations regarding:

- Optimization and utilization of existing facilities
- Academic and instructional spaces
- Student life and athletic facilities
- Workforce development and community-use spaces
- Long-term campus development priorities
- Infrastructure and operational considerations
- Future flexibility and adaptability of facilities
- Technology throughout the campuses

The College intends for this Master Plan to serve as a practical decision-making tool that supports phased implementation and realistic funding strategies.

SECTION II: ADMINISTRATIVE INFORMATION

Schedule of Activities

Activity	Date
RFP Issued	___ June 17, 2026 ___
Deadline for Questions	___ July 14, 2026 ___
Responses to Questions Issued	___ As Received ___
Proposal Submission Deadline	___ July 21, 2026 ___
Board Approval	___ August 13, 2026 ___
Notice of Award	___ August 14, 2026 ___
Project Commencement	___ August 17, 2026 ___

The College reserves the right to modify this schedule as necessary.

Proposal Submission

Proposals shall be submitted electronically in PDF format to:

Sidse Reymann, Fixed Assets & Procurement Coordinator
Western Wyoming Community College
procurement@westernwyoming.com

Subject line must read “Facilities Master Plan Proposal Submission” for clear identification.

Late submissions may not be considered.

Questions Regarding the RFP

Questions regarding this RFP shall be submitted in writing to:

Sidse Reymann
procurement@westernwyoming.edu

Responses to questions and any addenda issued shall be posted and distributed in accordance with College procurement procedures.

Addenda

Any interpretation, correction, or change to this RFP shall be made by written addendum issued by the College. Addenda will be posted to the RFP on PublicPurchase.com. Addenda shall become part of the RFP documents.

Reservation of Rights

Western Wyoming Community College reserves the right to:

- Reject any or all proposals
- Waive informalities or irregularities
- Request clarification of proposals
- Negotiate with one or more firms
- Cancel or reissue this RFP
- Accept any proposal deemed in the best interest of the College

The lowest cost proposal will not necessarily be selected.

Proposal Withdrawal

A proposer may withdraw its proposal at any time prior to the submission deadline by providing written notice to the College. Withdrawal must be submitted to procurement@westernwyoming.com, with subject line clearly marked “Withdrawal of Proposal – Facilities Master Plan.”

Ownership of Materials

All materials submitted in response to this RFP shall become the property of the College.

Independent Price Determination

By submission of a proposal, the proposer certifies that pricing has been independently determined without collusion. Proposals shall be valid for sixty (60) days beyond submission deadline.

Wyoming Residency Preference

Preference may be given to resident Wyoming firms in accordance with applicable Wyoming statutes and procurement requirements.

Insurance and Indemnification

The selected consultant shall maintain insurance coverage appropriate for the services provided and shall comply with all applicable laws and regulations.

The selected consultant shall indemnify and hold harmless Western Wyoming Community College, its trustees, officers, employees, and agents from claims arising from the negligent acts, errors, or omissions of the consultant in the performance of services.

Nothing in this RFP or resulting agreement shall be construed as a waiver of sovereign immunity by Western Wyoming Community College or the State of Wyoming.

SECTION III: SCOPE OF SERVICES

Overview

The selected consultant will provide professional services to develop a comprehensive Facilities Master Plan for Western Wyoming Community College.

The Master Plan shall be data-driven and implementation-focused, beginning with a comprehensive analysis of existing space utilization and culminating in prioritized, phased, and actionable recommendations. The plan shall emphasize optimization of existing facilities before recommending new construction.

The consultant shall identify infrastructure, operational, circulation, wayfinding, accessibility, safety, and deferred maintenance considerations that may impact long-term campus development. Recommendations should consider sustainable and energy-efficient approaches where practical and financially feasible.

In addition to recommendations for future expansion, the consultant shall identify opportunities for consolidation, repurposing, renovation, or reduction of underutilized space to improve operational efficiency and long-term sustainability. Recommendations should prioritize flexibility, adaptability, and multi-purpose use of space where practical.

Planning Framework

The Master Plan shall be completed using the following phased approach:

Phase 1: Space Utilization & Facilities Assessment

Conduct a comprehensive analysis of existing facilities, utilization patterns, operational efficiency, and campus infrastructure.

Phase 2: Academic & Instructional Priorities

Evaluate instructional and academic spaces in relation to enrollment trends, scheduling, instructional delivery methods, and future program needs.

Phase 3: Student Life & Athletic Facilities

Assess student engagement spaces, athletic facilities, recreation areas, theater/public-facing spaces, and student support environments.

Phase 4: Workforce Development & Community Needs

Evaluate workforce training environments, community-use spaces, and regional partnership opportunities, with particular attention to the Green River Center and regional workforce alignment.

Each phase shall build upon the previous phase, with findings from the space utilization analysis informing all subsequent recommendations.

Core Requirements

1. Space Utilization Analysis (Foundational Requirement)

The consultant shall conduct a comprehensive, data-driven analysis of space utilization across all campus facilities, including:

- Instructional classrooms
- Laboratories and specialized instructional spaces
- Office and administrative areas
- Student gathering and collaboration spaces
- Theater and public-facing spaces
- Athletic and recreation facilities
- Workforce training environments
- Community-use spaces

This analysis shall:

- Utilize recognized benchmarking standards (e.g., APPA or equivalent)
- Identify underutilized or inefficient spaces
- Evaluate scheduling efficiencies
- Recommend opportunities for consolidation, repurposing, and optimization
- Support operational efficiency and long-term sustainability
- Serve as the foundation for all planning recommendations

The analysis should also consider the impact of hybrid instruction, technology-enabled learning environments, scheduling flexibility, and evolving instructional delivery models on future space utilization. The consultant shall provide examples of metrics, analysis methods, and reporting formats proposed for this work.

2. Facilities Assessment & Infrastructure Considerations

The consultant shall evaluate campus facilities and infrastructure to identify:

- Deferred maintenance considerations
- Operational efficiencies
- Accessibility and circulation concerns
- Campus wayfinding, connectivity, and visitor experience
- Safety and security considerations
- Infrastructure limitations or opportunities
- Utility and building systems considerations

Recommendations should consider sustainable and energy-efficient approaches where practical and financially feasible.

3. Academic, Athletic, and Workforce Alignment

The consultant shall evaluate facilities in relation to:

- Enrollment trends
- Program demand
- Student recruitment and retention
- Workforce development priorities
- Community engagement opportunities
- Institutional sustainability

Particular attention should be given to:

- Flexible learning environments
- Technology-enabled and flexible instructional environments
- Hybrid and online learning impacts
- Athletic, recreation, and student engagement facilities that support student recruitment, retention, campus life, and community use Workforce training opportunities associated with both the Rock Springs Campus and the Green River Center
- Emerging workforce training technologies and flexible training environments that support regional industry needs

4. Future Learning & Technology Considerations

The consultant shall evaluate the impact of:

- Hybrid instruction
- Technology-enabled learning
- Technology infrastructure readiness
- Collaborative instructional environments
- Simulation technologies
- Evolving workforce training technologies

Recommendations should support future flexibility while remaining practical and financially sustainable.

5. Recommendations & Deliverables

The final Facilities Master Plan shall include:

- A prioritized list of recommended projects
- Short-term (0–5 years) and long-term (5–10 years) implementation priorities
- Identification of facilities or spaces to:
 - Repurpose
 - Consolidate
 - Renovate
 - Decommission
- Order-of-magnitude cost estimates
- Phased implementation strategies
- Campus diagrams and conceptual planning maps
- Supporting utilization data summaries
- Identification of operational and space efficiencies
- Funding and sequencing considerations

The consultant shall identify opportunities for consolidation, repurposing, or reduction of underutilized space in addition to recommendations for future expansion.

SECTION IV: STAKEHOLDER ENGAGEMENT

The College seeks a structured and efficient stakeholder engagement process that minimizes meeting burden while ensuring meaningful participation.

The consultant shall:

- Utilize surveys and data collection tools where appropriate
- Conduct targeted focus groups and combined stakeholder sessions
- Clearly define the purpose and expected outcomes of engagement activities
- Limit unnecessary or duplicative meetings

Required engagement components shall include:

- Board of Trustees
- Steering Committee
 - Executive leadership
 - Faculty and staff representatives
 - Facilities and operational personnel
 - Student representatives
 - Workforce and community partners

The College values efficient and focused engagement over a high volume of meetings.

SECTION V: PROPOSAL REQUIREMENTS

Proposals shall include the following:

1. Letter of Interest

Include:

- Firm overview
- Project manager identification
- Summary of qualifications
- Authorized signature

2. Project Understanding & Approach

Demonstrate understanding of:

- Space utilization priorities
- Rural community college environments
- Workforce and community alignment
- Implementation-focused planning

3. Space Utilization Methodology (Required)

Provide:

- Data collection methods
- Benchmarking approach
- Utilization metrics
- Sample outputs or reports

- Examples of previous space optimization work

4. Stakeholder Engagement Strategy

Describe:

- Proposed engagement methods
- Number and types of meetings
- Survey methods
- Strategies to maximize efficiency

5. Relevant Experience

Provide examples of:

- Community college master planning
- Rural institution projects
- Space optimization initiatives
- Implementation success

6. Project Team & Capacity

Include:

- Key personnel
- Relevant qualifications
- Roles and responsibilities
- Availability

7. Deliverables & Work Plan

Provide:

- Detailed timeline
- Project phases
- Deliverables by phase
- Proposed schedule

8. Cost Proposal

Provide:

- Lump sum fee
- Optional cost breakdown by phase

- Reimbursable expenses
- Hourly rates for additional services

9. References

Provide a minimum of three references for similar projects.

SECTION VI: EVALUATION CRITERIA

Proposals will be evaluated using the following criteria:

Criteria	Weight
Project Understanding & Approach	20%
Space Utilization Expertise	20%
Relevant Community College Experience	15%
Stakeholder Engagement Strategy	10%
Project Team & Capacity	10%
Deliverables & Implementation Focus	10%
Cost Proposal	10%
References & Past Performance	5%

Preference may be given to firms demonstrating:

- Strong space utilization expertise
- Experience with rural community colleges
- Practical implementation strategies
- Demonstrated success with facility optimization and repurposing

SECTION VII: CONTRACT TERMS

The selected consultant will be required to enter into a professional services agreement with Western Wyoming Community College.

The agreement shall include standard provisions related to:

- Insurance
- Indemnification
- Confidentiality
- Ownership of work product
- Compliance with applicable laws
- Termination provisions

Nothing in the resulting agreement shall be construed as a waiver of sovereign immunity by the College or the State of Wyoming.