



Laramie County Community College

Cheyenne, Wyoming

Request for Proposals for:
Campus Exterior Signage
Design, Fabrication and Installation Services

RFP- 216428

SUBMISSION DEADLINE – October 23, 2026 at 5:00 pm MT
via Public Purchase

Abbie Connally
Director, Contracting & Procurement
1400 East College Drive
Cheyenne, WY 82007

OVERVIEW

Laramie County Community College (LCCC) was created by the voters on May 21, 1968 to help fill the need for academic, career, and community service/continuing education in the county. Courses are offered that reflect the skills and knowledge required to function in a world that makes ever-increasing demands upon the individual. The College is dedicated to helping individuals prepare for careers, enjoy community life, and enrich leisure time by providing educational experiences. LCCC has three campus sites: the main campus in Cheyenne WY and satellite campus locations in Pine Bluffs WY and Laramie WY. LCCC offers courses throughout most of the calendar year, with academic sessions conducted in the Fall, Spring and Summer semesters.

1. Introduction & Intent

In September of 2026, Laramie County Community College (LCCC) made the decision to change the institution's name. Effective July 1, 2027, the name will officially transition to the formal name of "Wyoming State College," with an informal identifier of "WYO State." Because of this change, design services are needed to design, fabricate and install new exterior signage.

LCCC desires to seek an experienced exterior signage designer to provide professional comprehensive signage design services for the upcoming college name change which will include changing campus identification signage in approximately fifteen (15) locations across two campuses (Attachment A: Photos).

2. Scope of Services

The selected firm must have the ability to provide a full range of services to cover:

- a. Site survey, assessment of current listed exterior campus identification signage
- b. Design development
 - Exterior signage design concepts, bearing both formal and informal names
 - Inclusion of the college's pre-established branding elements/standards for the new name and existing Golden Eagle logos/colors (where incorporated)
- c. Documentation
 - Signage location plans
 - Plans, details and specifications for the fabrication and installation of each new sign type
- d. Implementation plan
 - Probable cost, itemized to include fabrication and installation
 - Proposed implementation plan, proposed priorities

- Consideration of expected weather conditions (wind loads, exposure and other environmental issues) and existing utilities.
- e. Construction administration
 - Review shop drawings, submittals, change orders
 - Perform quality control by field inspections both at the fabricator and on installation site
 - Financial administration, review pay applications
 - Punch list management and project close out
- f. Electrical engineering services may be required depending on sign design development. Submit proposed electrical engineering consultant and billing rate sheet for negotiation of additional fees should those services be required.

Signage Types and Locations, see Attachment A for photos

Campus	Sign Type & Location	Quantity	New Signage
Cheyenne	Administration Monument Sign, West	1	Wyoming State College
Cheyenne	Administration Monument Sign, East	1	Wyoming State College
Cheyenne	Arena Sign, East	1	<i>TBD</i>
Cheyenne	Arena Sign, West	1	<i>TBD</i>
Laramie	Laramie Campus Sign	1	Wyoming State College
Cheyenne	Marquee, East	1	<i>TBD</i>
Cheyenne	Marquee, West	1	<i>TBD</i>
Cheyenne	Monument Sign, East Entry, East Side	1	Wyoming State College
Cheyenne	Monument Sign, East Entry, West Side	1	Wyoming State College
Cheyenne	Monument Sign, West Entry, East Side	1	Wyoming State College
Cheyenne	Monument Sign, West Entry, West Side	1	Wyoming State College
Cheyenne	Spire Sign, East Entry, East Side	1	<i>TBD</i>
Cheyenne	Spire Sign, East Entry, West Side	1	<i>TBD</i>
Cheyenne	Spire Sign, West Entry, East Side	1	<i>TBD</i>
Cheyenne	Spire Sign, West Entry, West Side	1	<i>TBD</i>

3. MANDATORY PRE-BID VIRTUAL MEETING

A Mandatory Pre-Bid Meeting will be held virtually on October 8, 2026 at 11:00 am MT.

Microsoft Teams meeting

Join: <https://teams.microsoft.com/meet/235472060130392?p=tKwJR9Nxs9ixUGfSWM>

Meeting ID: 235 472 060 130 392

Passcode: ot2Dx7iw

Attendance at this meeting is required for all firms wishing to submit a proposal in response to this RFP.

Attendance will be taken promptly at **11:00 a.m. MT**. Firms must have a representative present and identified at the time attendance is recorded to be considered an attendee for purposes of this requirement. Firms that join after attendance is taken, fail to identify themselves, or otherwise are not recorded as present will not be considered to have attended the mandatory pre-proposal meeting.

Only firms represented at the mandatory pre-bid meeting will be permitted to participate in this solicitation and have their proposals considered for award.

4. Proposal Content Requirements

Interested firms should submit the following in their proposals:

1. Firm Qualifications and Relevant Experience
2. Project Understanding and Approach;
3. Project Team and Subconsultants;
4. Project Schedule;
5. References;
6. Fee Proposal; and
7. Exceptions or Assumptions.

Proposal shall not exceed twenty-five (25) pages, excluding the cover letter.

5. Schedule

Event	Deadline
Documents Released for Bid	October 2, 2026
Mandatory Pre-Bid Meeting	October 8, 2026
Questions due to Public Purchase	October 15, 2026
Addendum #1 Release, if needed	October 19, 2026
Bids Due to Public Purchase	October 23, 2026 at 5:00 pm MT
In-Person and/or Virtual Presentations to LCCC, <i>if needed</i>	Week of October 26, 2026
Notice of Award, <i>estimate</i>	November 2, 2026
Execution of Design Contract, <i>estimate</i>	November 5, 2026
Completion of Design, <i>estimate</i>	January 30, 2027
Bid Fabrication of Signage, <i>estimate</i>	February 2, 2027
Start Fabrication of Signage, <i>estimate</i>	February 23, 2027
Signage Installation Complete	June 30, 2027

6. Selection Criteria

The award will be made to the firm whose proposal best meets the specifications of this RFP, is in the best interests of, and most advantageous to LCCC. LCCC reserves the right to:

- Accept the proposal that it considers to be in the best interest of LCCC, and in LCCC's evaluation and judgment, the firm that is best qualified to perform the requested collection services.
- Award a contract based on the most advantageous combination of value.
- Evaluate proposals for all factors it deems appropriate whether or not such factors have been stated in this certain RFP.

Evaluation Criteria shall include, but not be limited to:

1. **Responsive** - (weight 10 %)
 1. Compliance with RFP requirements and response to same.
 2. Presentation and professionalism of submission of response materials.
2. **Responsible** - (weight 10%)
 1. Resources & abilities available to perform this service.
 2. Appropriate references and firm experience relevant to this project.
 3. Experience and qualifications of staff to be assigned to this project.
3. **Requirements Response** - (weight 60%)
 1. Proposed implementation plan and programming.
 2. Creative, concise, and brief submittal package.
 3. Ability to meet the requirements of Section 2.
4. **Cost Proposal** - (weight 20%)

LCCC reserves the right to require any or all qualified participants to make a formal/informal presentation. Such a presentation may be in-person or virtual. In the event this occurs, said firms should be prepared to discuss and substantiate all areas of their proposal. Each firm shall be solely responsible for all costs associated with the presentation.

LCCC reserves the right to reject any or all proposals, including without limitation, if they are, in its sole discretion judged unacceptable, non-responsive, non-conforming, conditional, to waive any technical or formal defect therein; or to accept or reject any part of any proposal not in compliance with LCCC Policy and Procedure.

7. Submissions of Proposals

1. Participating firms shall submit proposals via Public Purchase ONLY by **October 23, 2026 at 5:00 pm MT**.
2. Each respondent is solely responsible for the timely delivery of their firm's proposal by the deadline prescribed above. LCCC will not be responsible for the lack of timely

delivery regardless of the reason. Failure to meet the submission deadline will result in removal from consideration.

3. Proposals shall be clear, concise, and limited to a maximum of twenty-five (25) printed pages of content, excluding the cover letter.

8. General Requirements

A. Acceptance of Submissions

LCCC reserves the right to accept or reject any or all submissions received as a result of this solicitation if they are judged to be unacceptable, non-responsive, non-conforming, or conditional; to waive minor irregularities; or to negotiate with any respondent, in any manner necessary, to serve the best interests of LCCC.

B. Incurred Expenses

Any costs incurred by the respondent in preparing and submitting a response to this solicitation will be the sole responsibility of the respondent and will not be reimbursed by LCCC.

C. Form of Contract

LCCC uses a standard contract for professional services. A copy is available on request.

D. Certificate of Insurance

Awarded firms that intend to come onto LCCC Campuses will be expected to meet the minimum insurance coverage requirements of LCCC per Exhibit "A" of the Bid Documents. No work will begin until LCCC is in receipt of an approved Certificate of Liability Insurance form.

E. Respondent Inquiries

All questions and inquiries concerning this solicitation shall be submitted to Public Purchase only, by October 15, 2026. Oral questions and inquiries will not be allowed nor responded to.

F. Proposal Submissions

Submitted Proposals and any other information submitted by respondents in response to this RFP shall become the property of LCCC. Documents submitted, in response to this RFP, will be considered confidential commercial information W.S. 16-4-203(d)(v).

G. Public Information

All information, except that classified as confidential and/or proprietary, will become public information at the time that the Proposal is awarded in accordance with applicable sections of the federal "Freedom of Information Act (FOIA)" and Wyoming State Statutes §16-4-201.

H. Firm Representation

Firms, by the act of submitting their proposal, represent that: They have read and understand the RFP document and their submittal is made in accordance therewith; They have familiarized themselves with the local conditions under which the work will be done to their satisfaction; and their submittal is based upon the requirements described in the RFP without exception.

I. Non-Collusion

The undersigned firm hereby certifies that its officers, partners, representatives, agents, or employees has not in any way colluded, conspired, or agreed, directly or indirectly, with any other firm, potential firm or person, in connection with this RFP, to submit a collusive proposal, or to secure through any unlawful act an advantage over other firms or LCCC.

J. Conflict of Interest

The undersigned firm certifies, under penalty of perjury, that to the best of their knowledge and belief, no member of the firm has a direct or indirect interest, financial or otherwise, in the award of this Proposal or in the services to which the Proposal relates. Additionally, the firm shall identify whether any conflict of interest or known potential conflict exists regarding the future relationship between LCCC and your firm. This conflict shall be detailed and listed in response.

K. Debarment/Suspension

Firm must certify, by response submission, that neither it nor its principals is presently debarred, suspended, proposed for debarment, declared ineligible, sentenced to a denial of State or Federal benefits by State or Federal court, or voluntarily excluded from participation in this transaction by any State or Federal department or agency. Submission is also agreement that LCCC will be notified of any change in this status. Additionally:

- a) Have not within a three-year period preceding this transaction been convicted of or had a civil judgment rendered against them for commission of fraud or criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State, or Local) transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property; and,
- b) Are not presently indicted for or otherwise criminally or civilly charged by a government entity (Federal, State, or Local) with commission of any of the offenses enumerated in Paragraph "a" above; and have not within a three-year period preceding this transaction had one or more public transactions (Federal, State, or Local) terminated for cause or default

RFP SUBMITTAL DOCUMENT

DO NOT MODIFY BID DOCUMENT- Any modification or alteration to this document from its original format may result in rejection of the respective bid.

BID FORM TO BE COMPLETED IN ITS ENTIRETY AND SUBMITTED IN ITS ENTIRETY

Bid No.: RFP # 216428
Bid Description: Campus Exterior Signage: Design, Fabrication and Installation Services
Bid Due Date: October 23, 2026 at 5:00 pm MT

This Bid shall be submitted through: Public Purchase

A. PROPOSAL REQUIREMENTS AND FORMAT

- a. Proposal shall be completed on this document titled "RFP Submittal Document" and submitted per the requirements of Bid No. RFP# 216428. Failure to complete or submit any required portion of this RFP Submittal Document; and/or to deface or alter any portion of Bid Documents may be cause for rejection of said Bid as being unacceptable, non-responsive, non-conforming or conditional.
- b. The undersigned agrees that their Bid will not be withdrawn for a period of forty-five (45) days after the proposal submission due date.
- c. The undersigned Proposer proposes and agrees, if this Proposal is accepted, to perform all work and/or services as specified or indicated in Bid Documents for the prices and within the times indicated in this Proposal and in accordance with the other terms and conditions of Bid Documents. Proposer acknowledges that they have included the cost of all insurance requirements, and any taxes as required.
- d. Bidder is familiar with and is satisfied to all federal, state and local laws and regulations that may affect cost, progress and performance of the work and/or services.

B. DEBARMENT/SUSPENSION

- a. Firm certifies, by submission of their respective Proposal, that neither it nor its principals is presently debarred, suspended, proposed for debarment, declared ineligible, sentenced to a denial of State or Federal benefits by State or Federal court, or voluntarily excluded from participation in this transaction by any State or Federal department or agency. Submission is also agreement that LCCC will be notified of any change in this status. Additionally:
- b. Have not within a three-year period preceding this transaction been convicted of or had a civil judgment rendered against them for commission of fraud or criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State, or Local) transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property; and,

- c. Are not presently indicted for or otherwise criminally or civilly charged by a government entity (Federal, State, or Local) with commission of any of the offenses enumerated in Paragraph "a" above; and have not within a three-year period preceding this transaction had one or more public transactions (Federal, State, or Local) terminated for cause or default.

Verification and Certification of Debarment Status

- ☐ Presently debarred, suspended, or excluded per the above criteria.
- ☐ Not presently debarred, suspended or excluded per the above criteria.

C. ADDENDA ACKNOWLEDGEMENT:

All Addenda (if issued) must be acknowledged in writing and submitted with Proposal. Confirmation and receipt of all issued Addenda is the responsibility of each prospective firm to verify.

Bid No.: RFP- 216428

Project Description: Campus Exterior Signage: Design, Fabrication and Installation Services

I, the undersigned, hereby acknowledge receipt of the following addenda for LCCC Bid No RFP-216428

Addendum No._____; Addendum No._____; Addendum No._____

Firm Name

Signature

Printed Name

Title

Date

D. GENERAL INFORMATION

Company Name

Phone

E-mail

Mailing Address and/or Physical Address

E. OWNERSHIP AND CONTROL

a. Firm's Legal Structure

Sole Proprietorship

Corporation

Limited Liability Company

General Partnership

Limited Partnership

Other_____

F. VERIFICATION/SIGNATURE PAGE

The undersigned certifies that they are a principal or officer of the Firm submitting a proposal in response to the RFP for the Project and is authorized to make the above acknowledgments and certifications for and on behalf of the Firm. By execution and submission of this proposal, the undersigned hereby represents and warrants to LCCC that they have read and understand the RFP and all attachments thereto and that the Firm's proposal is made in accordance with the RFP. I certify under penalty of perjury, that I am a responsible official (as identified above) for the business entity described above as Firm, that I have personally examined and am familiar with the information submitted in this disclosure and all attachments, and that the information is true, accurate, and complete. I am aware that there are significant penalties for submitting false information, including criminal sanctions which can lead to imposition of a fine and/or imprisonment.

In compliance with the above, and subject to all the conditions hereof, the undersigned offers and agrees to furnish all items upon which fees and services are proposed, if this proposal is accepted within _____ days from the date of opening (*minimum LCCC requirement is 45 days*).

Company Legal Name(s)

Address, City, State, Zip

Phone

Signature

Title

Printed Name

Date

Bidder must submit this entire "RFP SUBMITTAL DOCUMENT" along with requirements described in Section 4 "Proposal Content Requirements"