

Request for Proposal

Sheridan Innovation Center and Economic Development Co-Location Facility Design Review

The Wyoming Technology Business Center (WTBC) in Sheridan is seeking proposals for a building space design and configuration review with a related construction cost estimate for remodeling office space that will be part of a new Sheridan Innovation Center and Economic Development Co-Location facility.

The WTBC, along with Sheridan County, will select a design consultant from those responding to this request. If questions are asked that affect the proposals, addenda will be issued. Proposals are scheduled for opening on **Monday, April 8, 2019**; thus, proposals received after this date will not be considered.

Direct all questions and requests for additional information regarding this RFP to Scot Rendall, (307) 675-1939 or srendall@uwyo.edu.

Background

Sheridan Innovation Center

Wyoming's Economically Needed Diversification Options for Wyoming (ENDOW) Executive Board released their 20-year diversification strategy report in August 2018. An integral part of the report was the need to create and sustain a functioning and vibrant entrepreneurial ecosystem that will spearhead diversification efforts. The report contained long-term goals set for venture capital investment, a numerical target for newly created businesses, and a projection for desired job creation.

One part of ENDOW's strategy for developing the entrepreneurial ecosystem is to create Innovation Centers (IC's) across the state. These would be physical places that are hubs for focused services and infrastructure that would help high-growth entrepreneurs succeed in Wyoming. The IC's would include office and lab space, mentorship programs, entrepreneurial concierges, early stage business accelerators, and other essential services.

To build on current successes and leverage existing assets, ENDOW recommended that the IC concept be piloted by converting current WTBC locations in Casper and Sheridan to Innovation Centers. Once the IC concept has been developed and demonstrated to be effective, other Wyoming communities would be invited to apply and be qualified to run IC's in their own city or town.

In Sheridan, the WTBC has been able to run effective entrepreneurial counseling programs, pitch competitions, networking functions, and training seminars, but the facility currently housing the WTBC has not been suitable or effective as business incubator space. Thus, with the creation of the Innovation Center pilot in Sheridan, the decision has been made to seek and outfit space that would advance the charter of the new IC.

Sheridan Economic Development Co-Location Initiative

Sheridan's City and County elected officials, community leaders, and business executives have long realized the importance of area economic development efforts to help maintain Sheridan's high quality of life and employment opportunities for area residents. As a result, there are a number of organizations that currently exist to promote economic development activities and a thriving local economy. These include:

- Downtown Sheridan Association
- Forward Sheridan
- North Main Association
- Phorge Maker Space
- Sheridan County Chamber of Commerce
- Sheridan Education and Economic Development Association
- Sheridan Travel & Tourism
- Wyoming Technology Business Center

In addition, there are statewide organizations that also have economic development related activity in Sheridan. These include:

- Manufacturing Works
- Small Business Development Center
- Wyoming Business Council

Currently, Sheridan's organizations are geographically dispersed in various locations around town. For those that have dedicated office space (most, but not all, do), each organization has their own reception area, conference room facilities, kitchens and restroom facilities, storage areas, etc. Each is responsible for their own facility costs. Though the entities generally have good working relationships with one another, communication is sometimes slow, and collaboration opportunities are missed. Finally, those from the community needing assistance in the economic development space are often confused by the number of groups, which makes it cumbersome to get them the help they need in a timely manner.

Innovation Center and Co-Location Initiative

Over the past few months, as IC definition has taken shape, several conversations have taken place to explore the possibility of housing the IC and economic development groups in one co-location facility, preferably in the downtown area of Sheridan. The objective would be to provide a central location for economic development activity to take place, facilitate collaboration between groups, enable resource sharing, and reduce the overall amount of facility overhead currently being incurred.

Proposal Request

A facility that potentially meets the needs of the various groups and could be suitable for a co-location configuration has been identified in downtown Sheridan. The facility would need some minor modification and remodeling to make it suitable as a co-location office. This RFP seeks to engage a firm that can complete a building space design and configuration plan for this space.

Scope of Services

This RFP should capture the following tasks:

1. A tour of the facility to understand layout, available space, and current technology infrastructure.
2. Interviews with the executive director and, if needed, representatives of each economic development group to determine composition of current space occupancy, future requirements, headcount, technology needs, security, and desired facility amenities.
3. Programming sessions with each group to establish elements of design.
4. A recommendation for office space configuration that meets the needs of each group, and that will maximize opportunities for resource sharing and collaboration.
5. A detailed roll-up of tenant reconfiguration, remodeling, and finish-out costs that are required to meet the needs of each organization that will be a part of the co-located facility. The roll-up should include a bid from a general contractor as well as any relevant sub-contractor information needed to establish a project budget to complete the tenant finish.

Proposal Content

The following elements must be included in each proposal:

1. Cover Letter – include the firm’s legal name, the principal(s) of the firm, address, telephone number, and principal contact email address.
2. Project Execution – explain how your firm would staff the project to achieve each element outlined in the scope of services, an approximate timeline for completing the review, and report out on results.
3. Statement of Qualifications – Describe applicable certifications and experience that make your firm qualified to complete the review.
4. Professional Fees – Cost of completing the work, including incidental expenses and travel, if applicable

Deliverables

Submit five (5) written copies of the proposal no later than **Monday, April 8, 2019** to:

Scot Rendall
Director
Wyoming Technology Business Center
1981 Double Eagle Drive, Suite A
Sheridan, Wyoming 82801

Phone: (307) 675-1939
Email: srendall@uwyo.edu

Consultant Selection Process

The selection of the firm to provide the services described above will be based on qualifications, experience with similar projects, and costs.

Contract Award

The WTBC and Sheridan County reserve the right to accept, reject, or request changes in proposals. If necessary, the WTBC will work closely with the selected firm to develop or refine a detailed scope of work, a schedule for completion of tasks, and costs associated with the completed work.

Late Proposals

Late proposals will not be accepted. It is the responsibility of the bidder to ensure that the proposal arrives prior to **April 8, 2019**.