

PRE-MEETING AGENDA



**Casper City Council
City Hall, Council Meeting Room
Tuesday, August 7, 2018, 5:30 p.m.**

	Presentation	Allotted	Beginning Time
1.	Distribution of the July 24 Executive Session Minutes		
2.	Requests for Proposals (RFP) Bar & Grill	5 min	5:30
3.	Sole-source Purchase of Control Panel AC Units for the Wastewater Treatment Plant (Bruce Martin)	5 min	5:35
4.	Former Plains Furniture Property Request for Proposals (RFP) (Liz Becher)	10 min	5:40
5.	Agenda Review <ul style="list-style-type: none">• One Cent Meeting September 4 at 4:30 p.m.• Potential Agenda Topics	10 min	5:50
	Approximate Ending Time		6:00

MEMO TO: J. Carter Napier, City Manager *JCN*

FROM: Fleur Tremel, Assistant to the City Manager/City Clerk *FT*
 Carla Mills-Laatsch, Licensing Specialist *CLM*

SUBJECT: Review of RFP for remaining Bar and Grill Liquor licenses

Meeting Type & Date
 Council Pre-Meeting
 August 07, 2018

Action type
 Direction Requested

Recommendation
 That Council consider publishing a Request for Proposals for the remaining four (4) Bar and Grill Licenses.

Summary
 In July of 2017, the City of Casper was awarded 6 additional bar and grill licenses because of the mid-year census. The City of Casper has a total of 14 bar and grill licenses. The City of Casper accepted Request for Proposals (RFPs) from September 1, 2017 through September 29, 2017. Three (3) RFPs were submitted for Council's consideration. One of the three (3) applicants rescinding their application. The two (2) Bar and Grill licenses that were awarded went to Moreno and Moreno, LLC, d/b/a Guadalajara Family Restaurant, and Marvin Piel Family, LLC, d/b/a The Tower. Guadalajara Family Restaurant Bar and Grill license is active. The Tower Bar and Grill is in non-operational status while the building goes through extensive remodeling. The Tower has until December 19, 2018 to become operational with the possibility of a one (1) year extension upon request.

City Council directed staff to start accepting RFPs in the fall of 2018 for a two month period. The following is a tentative time line for accepting the RFPs, presentations of applicants and public hearing for the awarded bar and Grills:

- | | | |
|----|--|---------------------|
| 1. | Request for Proposals Opens | 08/10/2018 |
| 2. | Publications | 08/12/2018 |
| | | 08/22/2018 |
| | | 09/19/2018 |
| | | 09/30/2018 |
| 3. | Proposals Due | 10/12/2018 3:00P.M. |
| 2. | To City Council for review | 10/23/2018 |
| 3. | City Council to hear short presentations. | 11/06/2018 |
| 4. | Establish Public Hearing | 11/20/2018 |
| 5. | Public Hearing on selected applicants/license issued | 12/04/2018 |

Financial Considerations
 No Financial Considerations

Oversight/Project Responsibility
 Carla Mills-Laatsch, Licensing Specialist

Attachments
 Copy of Request for Proposal

REQUEST FOR PROPOSALS
OPPORTUNITY TO GO THROUGH OFFICIAL PROCESS
FOR ONE OF FOUR BAR AND GRILL LIQUOR LICENSES

Date: August 10, 2018

The City of Casper is requesting proposals for bar and grill liquor licenses. The item(s) are to be delivered to the specified location within City Hall.

Proposals will be received by the City of Casper Clerk's Office, Attn: Carla Mills-Laatsch, 200 North David, Room 104, Casper, Wyoming, until 3:00 p.m., Local time, October 12th, 2018. One (1) copy of printed (non-electronic) proposals must be submitted to the specified place by the specified due date. All Proposals should be on 8.5 x 11 or 8.5 x 14 sized paper. Proposals should be placed in a package that is sealed and externally labeled "Bar and Grill Proposal."

GENERAL

In order for a business to legally sell alcohol in the State of Wyoming, that business must have a license that has been duly approved by both the State and by the local government. The Bar and Grill Liquor License is one of the liquor license types authorized by Wyoming State law (W.S.S. 12-4-413) and by City of Casper law (Casper Municipal Code 5.08.285).

There are many laws and regulations that address the operation of liquor selling establishments, but some of the key rules for proprietors who run a business under a Bar and Grill liquor license are as follows:

- Proprietors may sell alcohol for on-site consumption by their customers.
- Proprietors may pour and serve alcohol from within the same room.
- Proprietors may offer alcohol for consumption by customers without requiring them to also purchase a meal.
- Proprietors must operate as a restaurant, which includes the requirement of possessing or being able to attain a health license from the Casper-Natrona County Health Department.
- Proprietors must garner at least 60% of their annual revenue from the sale of food.
- Proprietors must renew the license annually. The cost to have a Bar and Grill liquor license is \$10,500 for the first year and \$3,000 every year thereafter.

The City of Casper is only allowed to issue a certain number of Bar and Grill Liquor Licenses. The City of Casper is authorized to issue up to fourteen (14) of these licenses. Currently, the City of Casper has four (4) Bar and Grill licenses still available.

The City Council is interested in issuing some or all of the four licenses available. This Request for Proposals is seeking individuals who are interested in acquiring one of these licenses. The proposal may be submitted for a new business that has not yet been established, or it can be submitted on behalf of a business that is already operational.

PROPOSALS

1. One (1) hardcopy of the proposal shall be submitted. All pages of the proposal shall be on 8.5 x 11 or 8.5 x 14 size paper. Proposals must include the following information:

- a. Basic Information (1 page)

Proposed business name and location. Name and contact information for each owner. In the case of corporate ownership, the corporation's owners. Please include any relevant history of the owners in regards to restaurant/bar service experience.

- b. Proposal Overview (1 page)

This should include a letter from the applicant to the City of Casper City Council. Content would include a general case as to why this establishment should be selected.

- c. Visuals (2 pages)(optional)

Please feel free to include graphics, photographs, conceptual art, and logos in this section.

- d. Business Plan (no more than 3 pages)

Include a general description of the establishment: type of venue, type of food available, intended atmosphere, and hours of operation. Please include why this license type would be appropriate for this venue rather than a restaurant liquor license or a full retail liquor license. If the business is already in operation with a different kind of license, how will this new license affect the operation? How many full time and part time personnel are currently employed, and how many will be employed after the bar and grill license has been received? If there is a plan for patio service please indicate the plan on how this will be managed. Is this building owned or rented? If you are renting the building, is the agreement already in place? Does this agreement include a clause allowing for the sale of alcohol? How do you plan to ensure that 60% of your revenue will be generated by food sales?

- e. Floor plan (1 page)

Provide a map of the basic layout of the operational areas. Please specifically define the locations of the alcohol service areas and food service areas.

f. Key personnel (1 pages)

Include names, and qualifications of key personnel, such as general manager, bar manager, food and beverage directors, etc.

g. Construction Schedule (1 page)

Timeline of construction or renovation, if applicable, including key construction milestones and date when the business will be open.

2. One (1) original liquor license application and one (1) original renewal application.

a. Complete State of Wyoming approved liquor license application.

The State of Wyoming Liquor Division requires this application to be filled out completely, accurately and ready to be sent to State Liquor Division for formal processing. Incomplete applications will not be accepted.

b. Renewal application and all applicable attachments.

A renewal application will also be required to be submitted filled out completely and accurately. The renewal process for all liquor licenses starts in October and will overlap the process for assignment for the additional bar and grill liquor licenses.

3. The following items apply to all submitted Proposals:

a. Submission of Proposals.

Written (not electronic) proposals must be submitted to City of Casper, City Clerk's Office, Attn: Carla Mills-Laatsch, 200 North David, Room 104, Casper, Wyoming, by 3:00 p.m., Local time, October 12th, 2018. One (1) copy shall be placed sealed package or envelope. Each package or envelope should be externally labeled, "Bar and Grill Proposal."

b. Addendum or Supplement to Request for Proposal.

In the event that it becomes necessary to revise any of this Request for Proposal (RFP), an Addendum to this RFP will be provided to each of the applicants who contacted the city to request a copy of the RFP. The City reserves the right to change submission date(s) for any reason, including an Addendum or Supplement to the RFP.

c. Late Proposals.

Proposals that are late or incomplete will not be accepted. It is the responsibility of the applicant to insure that the proposal arrives at the specified location prior to 3:00 p.m., Local Time, October 12th, 2018.

d. Rejection of Proposals.

The City of Casper reserves the right to reject any or all submissions, and to waive informalities and minor irregularities in submissions received, to request amendments or modifications to submitted proposals, and to accept any portion of a proposal or all items if deemed in the best interest of the City of Casper.

e. Response Material Ownership and Protection.

All material submitted regarding this RFP becomes the property of the City of Casper and will only be returned to the Applicant at the City's option. Responses are public record and may be reviewed by any person after the final selection has been made. The City of Casper reserves the right to use any or all ideas presented in reply to this request. Disqualification of an applicant does not eliminate this right. If confidential information is provided in the proposal, then the pages with the confidential information must be clearly identified in the proposal and for each page identified provide the justification as to why the referenced pages should not be released or made available to the public as per Federal or State open records law, along with legal citations therefore.

f. Incurring Costs.

The City of Casper is not liable for any costs incurred by the applicant prior to issuance of license. This includes any costs associated with a requested presentation.

TIMETABLE

Following is the tentative timetable for this RFP:

1.	Proposals Due	10/12/2018 3:00P.M.
2.	To City Council for review	10/23/2018
3.	City Council to hear short presentations.	11/06/2018
	<u>Important:</u> <i>Applicants should endeavor to have representative(s) available to make a presentation to the Casper City Council on November 6, 2018.</i>	
4.	Establish Public Hearing	11/20/2018
5.	Public Hearing on selected applicants/license issued	12/4/2018

The submittal of a proposal indicates that the applicant has no problem in keeping this schedule.

SELECTION

City Council will review all proposals and decide when applicants will go through the official approval process. Liquor License applications will be submitted to the State of Wyoming Liquor Division for their review. The license will not be heard before City Council until the Wyoming State Liquor Division has certified the application as complete. The Public Hearing will be held on December 4, 2108.

ATTACHMENT A

5.08.285 - Bar and grill liquor license issuance, council authority, criteria and restrictions.

- A. Subject to availability, restaurants, as defined by subsection 19 of Section 5.08.010 of this chapter, may be licensed by the city council under a bar and grill liquor license. In addition to the application requirements required by this chapter, the license applicant shall submit a valid food service permit issued by the state of Wyoming upon application. Criteria that may be considered by the city council in determining to whom any such license may be issued may include, but is not limited to the following:
1. The location of the proposed business is in an area: (1) in need of redevelopment; (2) officially designated as an urban renewal area; or (3) that has been identified as being under served by food and beverage services.
 2. The issuance of the license will contribute to economic development goals or purposes of the city.
 3. Whether the applicant will be investing in the construction of a new structure or will otherwise be materially and substantially updating a current building.
 4. If the applicant's business is a new business, the number of new jobs reasonably estimated to be created, or if an existing business, the number of new or additional jobs that will reasonably be created by use of the bar and grill liquor license.
- B. Bar and grill licenses shall be subject to the provisions of Sections 5.08.260 and 5.08.280(D) of this chapter to the same extent that those provisions are applicable to restaurant liquor licenses. Bar and grill liquor licensees shall not sell alcoholic or malt beverages for consumption off the premises owned or leased by the licensee except as allowed under Section 5.08.280(F) of this chapter.
- C. Every person holding a bar and grill liquor license authorized by the provisions of this chapter shall pay annually, in advance, a license fee for such license the sum of ten thousand five hundred dollars for the first license year; and, three thousand dollars for each year thereafter that such license is granted, in addition to any other fees due from such person otherwise holding a microbrewery or winery permit. The license fee shall be paid to the clerk of the city before the license is issued.
- D. Bar and grill liquor licenses shall not be sold, transferred, or assigned by the holder.

ATTACHMENT B

State of Wyoming Liquor License Application


ATTACHMENT C


State of Wyoming Renewal Liquor License Application

Liquor licenses expire annually. The previous form (Attachment B) will serve as an application for the license for the period from the date of issuance until March 31, 2019.

This form must be submitted as well. This application form will be used to authorize the license for the period from April 1, 2019 through March 31, 2020.

July 19, 2018

MEMO TO: J. Carter Napier, City Manager 

FROM: Andrew Beamer, P.E., Public Services Director 
Bruce Martin, Public Utilities Manager
Megan Lockwood, Wastewater Treatment Plant Manager

SUBJECT: Authorizing the sole source purchase of three control panel air conditioning units in the amount of \$28,474.53 from Andritz Separation Inc. for use at the Wastewater Treatment Plant.

Meeting Type & Date

Regular Council Meeting Pre-meeting
August 7, 2018

Action type

Authorization

Recommendation:

That Council authorize the sole source purchase of three control panel air conditioning units in the amount of \$28,474.53 from Andritz Separation Inc. for use at the Wastewater Treatment Plant (WWTP).

Summary:

During the 2015 upgrade of the dewatering building at the WWTP, contractors installed new dewatering centrifuge control panels with stainless steel air conditioning units. The AC units failed three times within eighteen months, and the contractor replaced them under warranty. High hydrogen sulfide (H₂S) levels caused the failures. H₂S is highly corrosive and extremely prevalent throughout the wastewater treatment processes. Staff have since mitigated high H₂S levels in the dewatering building with the introduction of ferric chloride into the sludge prior to dewatering.

The control panel enclosures house Programmable Logic Controllers (PLC's) and other electrical components for the dewatering equipment. The enclosure air conditioners are required to provide cooling for the PLC's as they can become quite hot leading to failure.

The Public Services Department requests that the enclosure air conditioner replacements be sole sourced and purchased through negotiations with Andritz Separation Inc. The new units would be identical to the ones being replaced. The reasoning for the sole source procurement is as follows:

1. Andritz Separation Inc. designs, installs, and services dewatering equipment nationally. Andritz designed all of the dewatering equipment in use at the WWTP and they were involved in the maintenance and replacement of the previous air conditioner units.

WWTP staff have confidence in Andritz equipment and know that parts and service are readily available.

2. The air conditioner manufacturer uses only Andritz to distribute these particular cooling units. They are not available for purchase via other vendors.
3. The replacement air conditioning units will be an exact fit into the existing control panel enclosures. Use of any other air conditioning unit may require modification of the enclosure and the electrical wiring and telemetry.

The installation of the air conditioning units will be accomplished by WWTP maintenance staff.

Financial Considerations

Funding for the air conditioning units will come from Wastewater Fund Reserves.

Oversight/Project Responsibility

Megan Lockwood, Wastewater Treatment Plant Manager

Attachments

No Attachments

July 30, 2018

MEMO TO: J. Carter Napier, City Manager *JCN*
FROM: Liz Becher, Community Development Director *LB*
SUBJECT: Council Pre-Session Discussion about Plains RFP

The latest version of the former Plains Furniture Request for Proposal (RFP) is attached for Council's review. It incorporates their suggestions/changes from the July 10th work session. Those updates are highlighted in yellow for quick reference.

With Council's approval of the RFP, staff would populate the date fields currently blank in the document to correspond with deadlines, and move forward with publishing the RFP via the City website and a press release to our local media partners.

REQUEST FOR PROPOSALS (RFP)
FOR

**PURCHASE AND DEVELOPMENT OF FORMER PLAINS FURNITURE
PROPERTIES**

FOR
THE CITY OF CASPER
CASPER, WYOMING

(Issued on XXXX XX, 2018)

The City of Casper located in Casper, Wyoming, referred to herein as “CITY”, is seeking proposals from individuals or developers, referred to herein as “Contractor”, who are interested in working with the CITY to purchase and develop all, or one, of the properties the CITY owns on the former Plains Furniture block in Casper, Wyoming. The specific nature of the scope of work for the project is outlined in the following Request for Proposals (RFP). Such proposals shall be physically submitted to the City of Casper, City Manager’s Office, 200 North Center Street, Casper, Wyoming, 82601, or mailed to the same address, by 4:00 p.m., Local Time, on Friday, XXX XX, 2019. Proposals will be labeled externally with the following statement: “FORMER PLAINS FURNITURE PROPERTY PROPOSAL(S) ENCLOSED.” No additional proposals will be received thereafter. Copies of each proposal must be submitted electronically, and with three (3) hard copies. The proposal will remain valid for at least one hundred sixty (160) days.

I. Introduction and History

The City of Casper purchased the former Plains Furniture properties from the Kellch family in January 2016. The properties include the three (3) portions of the former furniture store on David Street, and the former livery stable mid-block on Ash Street. All four (4) of the buildings were built in the 1920’s. At the time of the purchase in 2016, the Casper City Council publicly stated that they wanted part of the Plains property used for parking in anticipation of the development of the David Street Station and Lyric venues. Contractors should note the goals and requirements of the City of Casper’s 2008 Master Plan for the Old Yellowstone District. All of the properties referenced in this RFP are zoned in the Old Yellowstone District. The Old Yellowstone District is located in a recently-designated Opportunity Zone, confirmed by the State of Wyoming and U.S. Treasury Department. Investors for proposals that are submitted in response to this RFP would be eligible for Federal tax benefits and the deferral of taxes on capital gains when those gains are reinvested in a qualified opportunity fund.

The newly adopted Comprehensive Land Use Plan (July 2017) is the City’s land use and development policy document that describes the values and ideals expressed by the community for its future. Principles and goals represent the overall visions of the Plan. The Comprehensive Plan incorporated the planning goals identified in the 2008 OYD Master Plan into its values and ideals for downtown Casper. The applicable principles and goals related to properties in the Old Yellowstone District include:

Goal ECH3-2 = (Endless Character) **Historic Buildings:** Identify and capitalize on the location, significance, and potential for reuse and/or renovation of historic resources.

Goal VUC2-7 = (Vibrant Urban Center) **Historic Preservation:** Encourage a commitment to the adaptive reuse of vacant buildings to new uses, an investment in architecturally unique and culturally historic structures, and the creation of economic incentives to promote neighborhood preservation and revitalization. Work with local stakeholders on the historic preservation education and renovation of historic buildings.

Goal VUC1-2 = (Vibrant Urban Center) **Neighborhood Services:** Enhance the cohesiveness and identify of residential neighborhoods by encouraging a healthy mixture of commercial, employment, neighborhood services, and cultural uses that support the everyday needs of these residents.

The City of Casper continues to develop its riverfront walk paths, extend the “rails to trails” pathway throughout the City, improve the bike lane network and transit network, explore opportunities for art, culture, and recreation, maintain infrastructure, foster neighborhood excellence, and implement design standards in its community development and planning initiatives. The City created the Old Yellowstone District to become a destination for the live, work and play audience. The Land Use Map (**attached as Exhibit A**) for the District, details the City’s development and design plans for this redevelopment area, and is also available online at www.oldyellowstonedistrict.com or by calling the City of Casper Urban Renewal Division at 307.235.8241. The Form-Based Code, the zoning document that governs the District, is also available.

Exhibit B identifies the boundaries of the property parcels which are all available for purchase and redevelopment. Replatting may be allowed if multiple parcels are purchased and the buildings are repurposed. The Contractor may submit a proposal for only one of the parcels, or a combination of the properties, if desired.

II. Economic Impact and Development

Under Wyoming Statute 15-1-112(b)(3)(i)(D), the City Council must determine if a person acquiring the property is for a use which will benefit the economic development of the City. Therefore, RFP’s must describe the economic development benefit the project will provide to the City of Casper. This description must include the amount and method of proposed compensation to the City of Casper for the subject property(ies); the ownership making this proposal; the funding mechanism for this proposal; the projected

patronage arising from completion of this proposal. For example, foot traffic; how the proposal will increase the economic base of the City of Casper and the projected impact in sales tax revenue. The economic indicators include, but are not limited to,

- Projected capital investment;
- Estimated job creation, and percentage of primary or secondary job(s);
- Projected average wage rate;
- Projected annual sales tax revenues, if applicable.

It is suggested that proposals also:

- Incorporate mixed uses into the design. Neighborhood uses are envisioned, as well as a commercial, retail, or residential components to the reuse of the existing building(s).
- Prioritize historic preservation. Saving and revitalizing historic buildings and landscapes that give the neighborhood a distinctive character is a goal identified in the 2017 Comprehensive Land Use Plan. Proposals that preserve the building(s) are preferred.
- Include a personal statement, which may include supporting documentation from the Contractor's lender, to indicate an ability to begin the project within ninety (90 days) of the contract award, and to have the project completed within three (3) years.

The successful RFP will be subject to including in the Contract and transfer documents, restrictive covenants, limitations, and/or easement to assure substantial completion with the representations made in the RFP.

Three (3) walk-throughs of the properties will be conducted for interested Contractors on these dates and times:
XXXXX
XXXXX
XXXXX

III. Scope of Services

1. The Contractor will include in its proposal an introductory statement with a narrative of its business model, its areas of expertise, an overview of past projects, a description of its legal status (corporation, LLC, etc.), the location of its headquarters, and any other general information deemed relevant.
2. The Proposal will include a narrative of the challenges and opportunities that are specific to this project.
3. The Proposal will outline the Contractor's goals for this project, which should give an overview of the development envisioned. The Contractor

should describe the architectural style and any highlights of the design that deserve special attention and demonstrate compliance with the Form-Based Code.

4. The Proposal will identify the primary management team involved with the project, to include lease partners, if applicable.
5. The Proposal will include site plans showing a general layout of the development, specifically identifying the location and physical situation of:
 - i. The land required for the development, including its property boundaries, and a definitive plan as to whether the Contractor envisions purchasing and developing all of the land.
 - ii. Existing buildings or new buildings that may be erected, including approximate square footage for each, as well architectural elevations of each.
 - iii. Parking areas and parking area access ways.
 - iv. Any additional features, such as outdoor facilities, areas of significant landscaping, outbuildings, areas of future development, etc.
 - v. Reference to applicable Design Standards in the Form-Based Code.
6. The Proposal will outline the estimated financial investment that the Contractor is prepared to make in the proposed development. A financing plan will be outlined with completion dates noted. Plans that involve the acquisition of debt should be accompanied by a letter from the proposed lending institution stating that the loan amount could be reasonably attained for the project.
7. The Proposal will include a list of the specific key personnel who would be involved in the project, along with their qualifications, work history, past projects, and the part they would play in the project.
8. The Proposal will include a list of professional references. If the development is to be operated by an organization other than the Contractor, then separate references should be provided for both the Contractor and the facility operator.
9. The Proposal will include a list of the Contractor's current projects and how those projects may affect the execution of this project.

IV. Addenda to the Request for Proposals

In the event that it becomes necessary to revise any part of this RFP, addenda will be provided to all Contractors who have indicated an interest in responding to the RFP.

V. Submission of Proposals

To be considered, the proposal must respond to all requirements in the RFP. Any other information believed to be relevant, but not applicable to the enumerated categories, should be provided as an appendix to the proposal. If publications are provided, the document and page number shall be referenced.

Proposals shall be physically submitted to the City of Casper, City Manager's Office, 200 North Center Street, Casper, Wyoming, 82601, or mailed to the same address, by 4:00 p.m., Local Time, on Friday, XXX XX, 2019. Proposals will be labeled externally with the following statement: "FORMER PLAINS FURNITURE PROPERTY PROPOSAL(S) ENCLOSED." No additional proposals will be received thereafter. Copies of each proposal must be submitted electronically, and with three (3) hard copies. The proposal will remain valid for at least one hundred sixty (160) days.

Contractors are advised that proposals should be as responsive as possible to the provisions of this RFP. However, except for providing information about how the proposal will benefit the economic development of the City, Contractors may make exceptions to, or propose alternative methods to, these provisions without their proposal being disqualified. The impact of exceptions and/or alternatives will be considered during the evaluation phase of the award process.

The CITY reserves the right to reject any or all proposals. The CITY reserves the right to request more information for clarification or due to omission of information. Contractors should be prepared to make an oral presentation as part of the evaluation process.

Contractors selected for final consideration should understand that the City will include in the closing documents requirements that the RFP will be followed and there will be remedies should the RFP not be followed.

The proposal shall be divided into sections as indicated below:

- i. Statement of Project Requirements: Each Contractor shall state in sufficient terms its understanding of the project requirements presented in this RFP.

- ii. Scope of Work: Each Contractor shall describe in narrative form the Contractor's technical plan for its proposal. Please use the Scope of Services tasks provided in the RFP as the beginning point.
- iii. Economic Impact and Development: Each Contractor shall describe the economic development benefit the project will provide to the City of Casper. The economic indicators will include:
 - Projected capital investment;
 - Estimated job creation, and percentage of primary or secondary job(s);
 - Projected average wage rate;
 - Projected annual sales tax revenues, if applicable.
- iv. Personnel and Prior Experience: Each proposal shall identify the specific personnel who will be assigned to the project. Any changes in assignment of personnel shall be reviewed with the CITY to ensure consistent technical expertise throughout the term of the project.
- v. Special Qualifications: The proposal shall identify any specific qualifications which might make the Contractor uniquely qualified to provide the requested services. These may include similar work experience related to another project of similar size or design.
- vi. Conflicts of Interest: The proposal shall specifically address any possible conflicts of interest and the Contractor's position or response as to whether or not such other work or relationship may be deemed a conflict of interest with this project.
- vii. Professional and Financial References: Each Contractor will include a list of professional and financial references. The list of references shall include individuals who have worked with the Contractor on similar past projects. The list shall also include individuals who are familiar with the Contractor's current financial and operational capabilities.
- viii. Amount of Bid: Each Contractor shall identify the amount they are willing to pay for the purchase of each specific property as indicated in Exhibit B. Property appraisals are available by contacting the Community Development Department at (307) 235-8241.
- viii. Confidential Information.
 - a. Under the Wyoming Public Records Act, Wyoming Statutes (W.S.) § 16-4-201 *et seq.*, responses to a Request for Proposal (RFP) submitted to the City are generally available for inspection. However, there is an exception under W.S. § 16-4-203(d)(v) for trade secrets, privileged information and confidential commercial, financial, geological or geophysical data (Confidential Information). **If you are submitting any Confidential Information in your response to the RFP, please separate it from the other information and place it in a separate, sealed envelope, clearly marked "CONFIDENTIAL INFORMATION".**

- b. The price you are willing to pay for the property and general information about its proposed use is not confidential. Confidential Information also does not include any information that: is or becomes publicly known through no wrongful or negligent act of the City; is already known to the City without restriction when it is disclosed; is, or subsequently becomes, rightfully in the City's possession without any obligation restricting disclosure; is independently developed by the City; or is explicitly approved for release by your written authorization.
- c. The City will not disclose any material or information identified as Confidential Information to third parties without your prior written permission, unless you make such material or information public or disclosure is required by law. If the City is required by law to disclose such confidential information, it will notify you prior to such disclosure.
- d. The City may use the Confidential Information received only in analyzing and making a determination about the responses to the RFP, and for its own business purposes.
- e. Confidential Information is and will at all times remain the property of the disclosing party, and no grant of any proprietary rights in the Confidential Information is given or intended by your response to the RFP.

VI. Late Proposals

Late proposals will not be accepted. It is the responsibility of the Contractor to ensure that the proposal arrives by 4:00 p.m., Local Time, on Friday, XXXX XX, 2019.

VII. Evaluation and Selection Process

Proposals will be reviewed in a multi-step process.

Step 1: Proposals will be reviewed by CITY staff for completion and clarity. Supplemental and clarifying information may be requested from the Contractor(s) at this time. Proposals will then be referred to the Evaluation Committee.

Step 2: An Evaluation Committee of several CITY staff members will review the proposals in conjunction with the topics referenced in this RFP. The Contractor(s) may be asked to make formal or informal presentations at that time.

Step 3: The Evaluation Committee will make a formal recommendation, which may include more than one proposal for consideration, to the City Manager who may then refer the matter to the City Council for consideration and/or final action.

VIII. Evaluating Proposals

This RFP is offered to realize economic development for the City of Casper. The hope is that the Form-Based Code and Comprehensive Land Use Plan can be used in an innovative way for economic development opportunities. Realistic, well-funded, and well thought out proposals which satisfy the purpose of the RFP and the goals of the RFP will be strongly considered for recommendation to the City Council for its consideration. Contractors' abilities, via the proposals, to demonstrate their expertise and realized vision in a variety of areas including construction, engineering, architecture, operations, real estate, and finance is another consideration in evaluating proposals.

IX. Contract Award

The CITY reserves the right to accept, reject, or request changes in proposals. The CITY will work closely with the selected Contractor to develop or refine a detailed scope of work, schedule for completion of tasks and costs associated with completed work included in the contract documents. The contract award will also include formalized protections to ensure the proposal accepted is implemented. The CITY is not liable for any costs incurred by the Contractor.

X. Meetings

The Contractor shall meet with the owner's representative, and/or staff of the CITY, as needed, upon contract award.

XI. Contract

The Contractor will be required to sign a contract with the CITY relating to the purchase and development plans agreed upon. Such contract shall include, but not necessarily be limited to, articles that specify facility transfer, operating responsibilities, and final ownership of land and/or facilities.

XII. Response Material Ownership

The material submitted in response to the RFP, except for Confidential Information as referenced herein, becomes the property of the CITY and will only be returned to the Contractor at the CITY's option. Responses may be reviewed by any person after the final selection has been made. The CITY has the right to

use any or all ideas presented in reply to this request. Disqualification of a Contractor does not eliminate this right.

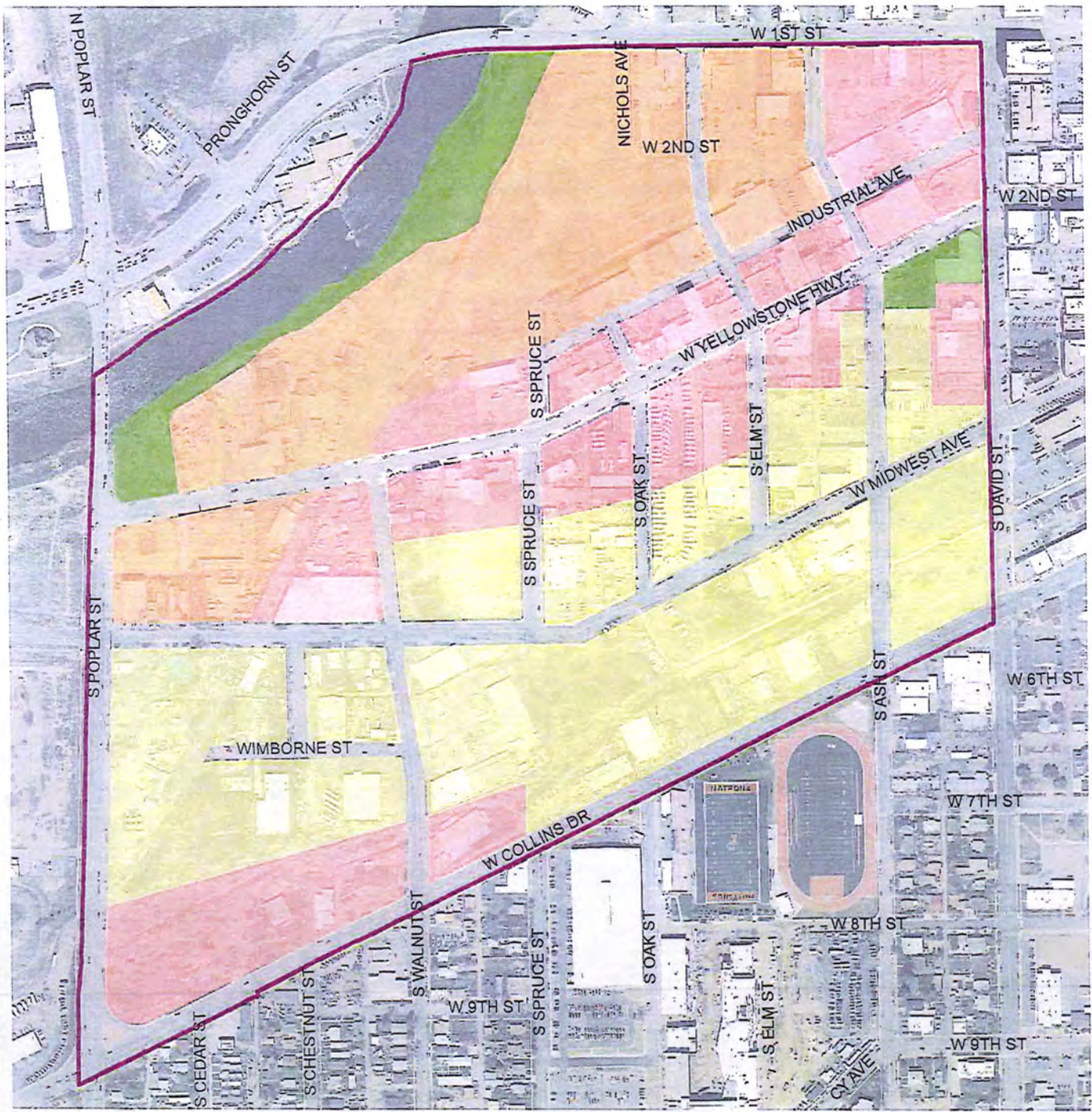
XIII. Acceptance of Proposal Content

The contents of the proposal of the successful Contractor may become contractual obligations if the CITY wishes to execute a contract based on the submitted proposal.

XIV. Reference Checks

The CITY of Casper reserves the right to contact any reference or any client listed in the documents for information which may be helpful to the CITY in evaluating the Contractor's performance on previous **projects**.

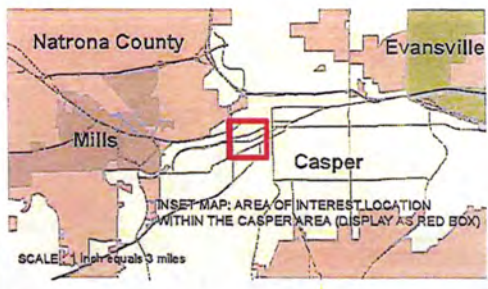
OLD YELLOWSTONE DISTRICT



OYD DISTRICT BOUNDARY

OYD Land Uses

- Riverfront Mixed Use - Hotel, Restaurant, Entertainment, Retail, Personal Service, Office, Residential, Public Facilities, Covered Parking
- Corridor Mixed Use - Restaurant, Entertainment, Retail, Personal Service, Office, Residential, Covered Parking
- Neighborhood Mixed Use - Office, Retail, Restaurant, Personal Service, Residential, Public Facilities, Covered Parking
- Greenway / Public



CASPER AREA
METROPOLITAN PLANNING ORGANIZATION
Casper • Mills • Evansville • Bor

All data, information, and maps are provided with representation of accuracy, timeliness of data as accurate as possible. Maps and data for reference purpose only and the City of Casper is not responsible for the use, misuse, accuracy or completeness of information.

1 in = 444 ft

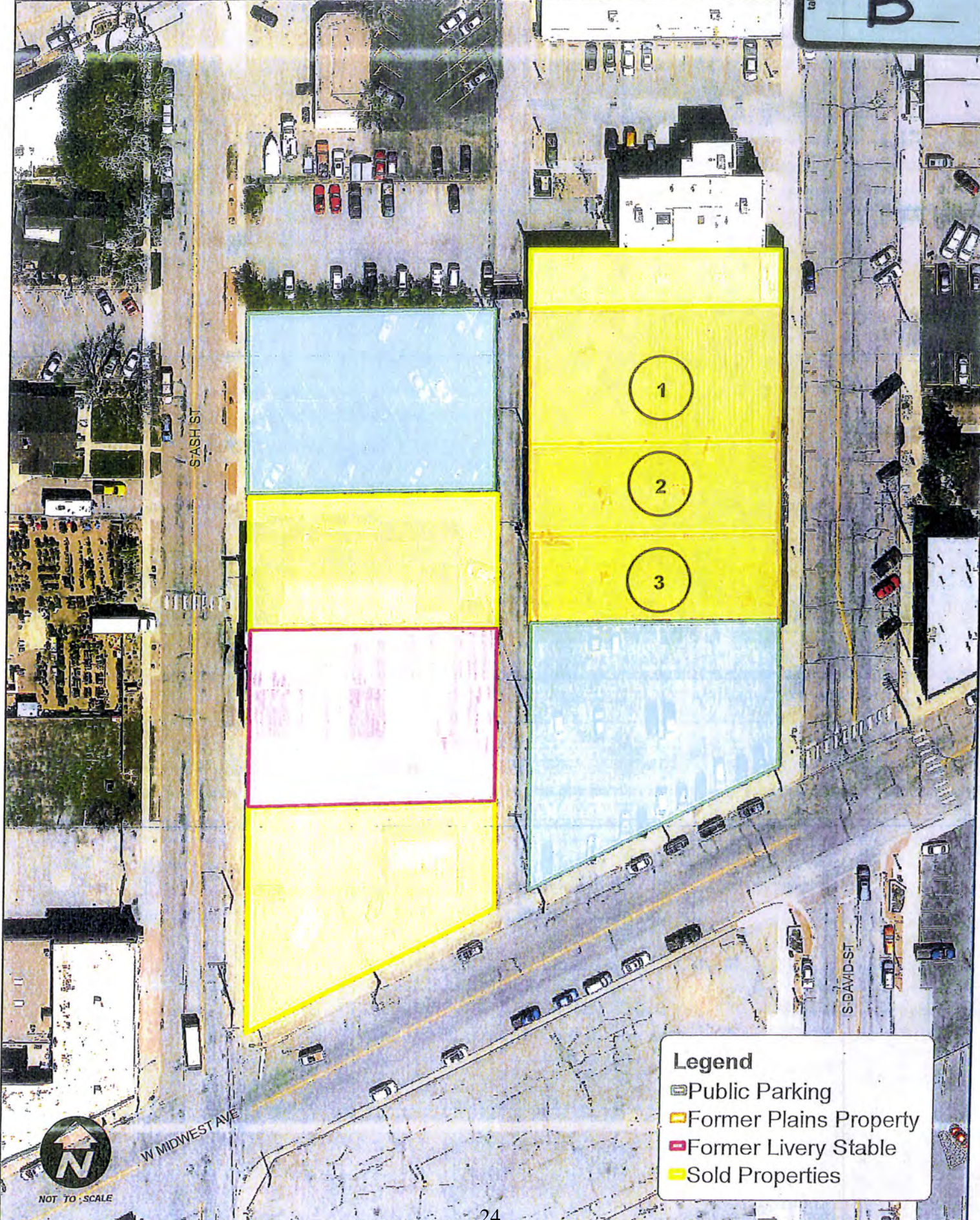


Date:



Boundaries of Property Parcels

tabbies
EXHIBIT
B



- Legend**
- Public Parking
 - Former Plains Property
 - Former Livery Stable
 - Sold Properties