

## **PRE-MEETING AGENDA**

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**Casper City Council  
City Hall, Council Meeting Room  
Tuesday, June 4, 2019, 5:30 p.m.**



	<b>Presentation</b>	<b>Allotted</b>	<b>Beginning Time</b>
1.	Source Gas Land – Liz Becher	10 min	5:30
2.	Food Truck Amendment – John Henley	15 min	5:40
3.	Agenda Review	5 min	5:55
	Approximate Ending Time		6:00

We are **CASPER**

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May 30, 2019

MEMO TO: J. Carter Napier, City Manager *jcw*  
FROM: Liz Becher, Community Development Director  
SUBJECT: Council Pre-Session Discussion about RFP on Former Source Gas lot

**Meeting Type & Date:**

Council Pre-Session, June 4, 2019.

**Action Type:**

Direction from Council.

**Recommendation:**

Staff is seeking Council's direction on the draft of the Request for Proposal (RFP) on the former Source Gas lot. A draft version of the RFP is attached for Council's review and consideration.

**Summary:**

With Council's approval of the RFP, staff will pursue an updated appraisal of the lot, 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.

**Financial Considerations:** Any revenues from the sale of the property would be captured in the Revolving Land Fund account, unless directed otherwise by Council.

**Oversight/Project Responsibility:** Liz Becher, Community Development Department Director.

**Attachments:** RFP

REQUEST FOR PROPOSALS (RFP)  
FOR

PURCHASE AND DEVELOPMENT OF FORMER SOURCE GAS LOT  
FOR  
THE CITY OF CASPER  
CASPER, WYOMING

(Issued on June XX, 2019)

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 the property the CITY owns on the former Source Gas 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, XXXX XX, 2019. Proposals will be labeled externally with the following statement: "FORMER SOURCE GAS LOT PROPOSAL 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 Source Gas lots, generally described as: OYD Subdivision Number 1, Lots 1 – 3, in the City of Casper, Wyoming, and referred to herein as the "property," from the Amoco Reuse Agreement Joint Powers Board (ARAJPB) in the spring of 2015. The lots had been vacated by Source Gas in December 2010 after they relocated to their new office/service yard on East Yellowstone. The ARAJPB had purchased the lots as a redevelopment initiative in the Old Yellowstone District (OYD). The lots are north of Midwest Avenue and are bordered by Spruce Street to the east, and Walnut Street to the west. Contractors should note the goals and requirements of the City of Casper's 2008 OYD Master Plan for the Old Yellowstone District. The lots are identified for Neighborhood Mixed Use in the OYD Master Plan, with predominantly residential uses. The property has the Form-Based Code zoning designation of 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 VUC1-2 = (Vibrant Urban Center) **Neighborhood Services:** Enhance the cohesiveness and identity of residential neighborhoods by encouraging a healthy mixture of commercial, employment, neighborhood services, and cultural uses that support the everyday needs of these residents.

Goal ECH2-2 = (Endless Character) **Downtown Rising:** Prioritize infill within the core of the community, and the transition of vacant, underutilized properties, and buildings to public spaces, residential and commercial development.

Goal RH5-2 = (Regional Hub) **Urban Form:** Require urban form that reflects the desired character of an area including allowing for a mix of uses, encouraging human scale, and using context-sensitive or form-based site design.

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](http://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 parcel which is available for purchase and redevelopment. Property is "as is" and any purchase or transfer of interest of, or in, the property is "as is."

## **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; 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 property or 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.
- Projected annual property tax revenues.

It is suggested that proposals also:

- Incorporate mixed uses into the design. Neighborhood uses are envisioned, as well as office, retail, and/or residential components.
- 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.
- Identify a community need that the proposed project will help to fulfill.

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.

### **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 describe the economic benefit to the City of Casper, should the proposal be accepted.
6. 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.
7. 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.
8. 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 the requirements of this 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, ~~XXXX XX~~, 2019. Proposals will be labeled externally with the following statement: "FORMER SOURCE GAS LOT PROPOSAL 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 fully responsive as possible to the provisions of this RFP. The economic considerations of the proposed submission must be stated in a cash at closing specific dollar amount. Contingencies will not be considered.

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 ambiguities or 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;
  - Projected annual property tax revenues.
- 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 specific dollar amount they offer to pay for the purchase of the property depicted in **(Exhibit B)**. The property appraisal is available by contacting the Community Development Department at (307) 235-8241. Offers must meet or exceed fair market value considering the terms of this RFP.
- ix. 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 amount of the offer 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.

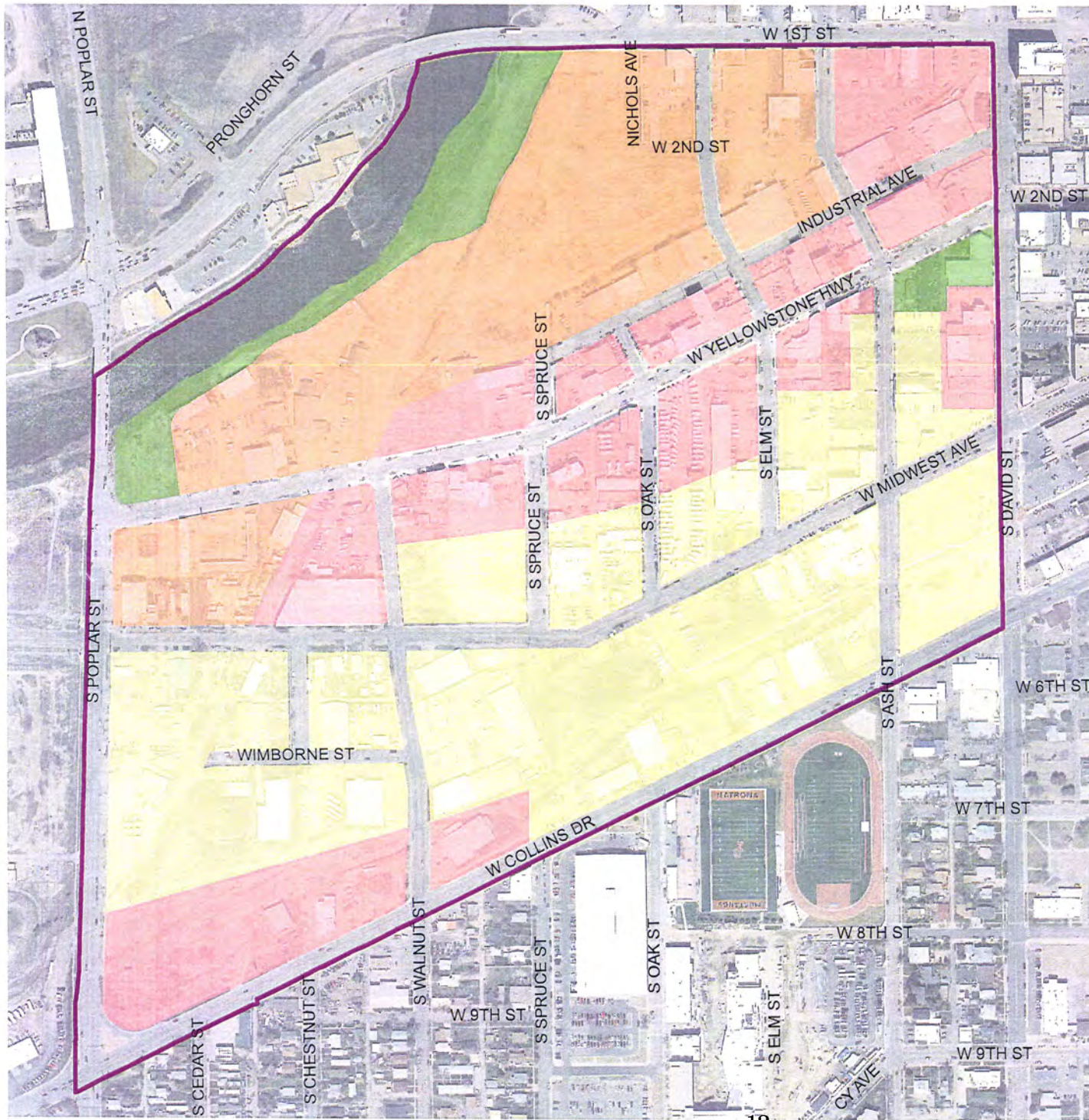
**XIII. Acceptance of Proposal Content**

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.

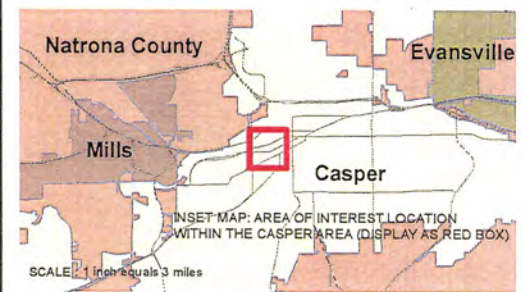
# OLD YELLOWSTONE DISTRICT



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 • Bar Nunn • Natrona County

All data, information, and maps are provided without representation of accuracy, timeliness of completion, or that the City of Casper has used reasonable data as accurate as possible. Maps and data are for reference purpose only and the City of Casper is not liable for the use, misuse, accuracy or completeness of information.

1 in = 444 ft



Date: \_\_\_\_\_



# Former Source Gas Site

EXHIBIT  
tabbles®  
**B**



W YELLOWSTONE HWY

SWALNUT ST

S SPRUCE ST

W MIDWEST AVE

Former Source Gas Site  
OYD Subdivision Number 1, Lots 1-3  
Zoned OYDSPC (Old Yellowstone District)  
2.469 Acres