

**REQUEST FOR PROPOSALS
FOR
THE LEASE AND OPERATION OF
THE STUCKENHOFF SPORTS SHOOTER’S COMPLEX
THE CITY OF CASPER
CASPER, WYOMING 82601**

The City of Casper, Wyoming, is seeking proposals from individuals or groups to lease and operate the 172.13 acre Stuckenhoff Sports Shooter’s Complex located at 233 North Station Road. The proposals should be designed to provide the City with a clear understanding of the individuals, or groups, qualifications to operate the facility. Please respond to the Request for Proposals with the intent of portraying to the selection committee that you are the most qualified, willing and able to successfully operate the shooter’s complex. Individuals or groups responding will be evaluated and a short list developed for formal interviews to be conducted at a later date. Five copies of the written proposals shall be submitted to Randy Norvelle, Parks Manager, Parks & Recreation Department; 1800 East “K” Street by 4:00 p.m. on or before, March 1st 2019.

I. General Criteria for Evaluating Qualification Statements.

Experience: The experience of the principal parties should be documented, in particular, any experience in operations similar to that proposed by the City of Casper. This experience will be examined on the basis of the following:

1. Experience in operating a shooting range/facility;
2. Related experience in finance, promotions and management; and,
3. Specific information which might support the ability to manage the operations, promotion, and finances of the operation.

Workability: Provide information that would indicate the demonstrated ability to work with a diverse group of individuals and/or groups and agencies.

Special Qualifications: The qualification statement shall identify any specific qualifications which might make the respondents uniquely qualified to provide the requested services.

II. Introduction and Background

The City of Casper is soliciting this request for proposals with the intent of leasing the facility to the individual or group which is most qualified and able to operate the facility for the purpose of shooting and other suitable events for the enjoyment of the participants. It is also the intent of the City that the facility be

solely self-sustaining, with no direct or indirect City subsidy required to sustain the operation.

III. Property

The Stuckenhoff Sports Shooter's Complex is located at 233 North Station Road and is more specifically described as:

The Target Addition to the City of Casper, Natrona County, State of Wyoming

And

Certain City-owned property located within the City of Casper, Wyoming, on a tract of land located approximately twenty (20) feet east of the east edge of Bryan Stock Trails roadway, and eighteen (18) feet north of the north edge of the Metro Road roadway, together with the right of ingress and egress to and from said property in the most direct route from either Bryan Stock Trail or Metro Road.

IV. Materials/Information to be Provided by the City of Casper

The City of Casper has invested in excess of \$160,000 in improvements to the shooting complex during the approximate 26 years of its existence. During that period, the complex has been operated by the City and by lease agreement with various individuals and groups. Principal expenses to the operation include advertising, repair and upkeep, insurance, sales tax, equipment rental and restroom servicing.

The City will make available all physical fixed assets currently on the premises that include the following major items:

1. Principle building / clubhouse
2. Shooting range
3. The water and irrigation system
4. Perimeter fence
5. Automatic gate
6. Parking lot

All other improvements are viewed as temporary in nature and may be removed by the current Lessee, the Casper Shooters, Inc.

V. Operation Plan

Submit a proposed operation plan to include such things as number and type of events, staffing levels, concessions, and the use of the sign at the intersection of Metro Road and Bryan Stock Trail.

VI. Financial Plan

Submit a proposed plan with financial projections, revenue sources and expenses.

VII. Recommendations

Make specific recommendations requested for proposed physical and operational improvements to the facility. In addition to providing specific steps to be taken to address the concerns identified, an analysis of the costs and suggested method of payment should be addressed.

VIII. Contract

The person or group selected will be required to sign a lease agreement with the City.

IX. Submission of Proposals

The proposal should respond to all information requested 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.

X. Criteria for Selection

All proposals received shall be subject to evaluation by a Selection Committee comprised of City staff, a City Council representative, a Leisure Services Advisory Board representative, and others, as may be determined later. The evaluation shall be made for the express purpose of selecting the proposal that most clearly meets the RFP requirements. The following areas will be considered in the selection:

1. Understanding of the RFP: Refers to the understanding of the City of Casper's needs, objectives of the RFP, and the nature and scope of the operation.
2. Qualifications: This includes the ability to meet the needs of the RFP.

3. Soundness of Approach: Emphasis shall be placed on stated techniques for operating the facility with realistic financial goals, and the maintenance, upkeep and improvements to the facility.
4. Cooperative Process: This refers to the understanding, expression, and historical experience that demonstrates a sensitivity to the need for developing a spirit of cooperation between the user group, the public and the operator.

XI. Interviews

City staff will review all proposals and select maximum of five for interviews by the Selection Committee. Upon completion of the interviews, one group or individual will be selected. Final selection will be made by the City Council through the execution of a lease agreement.

XII. Lease Fees

The lease fee for the facility shall be Five Hundred Dollars (\$500.00) which is based upon a priority that maximizes the ability of the leasehold to sustain the operations with no City subsidy required. The fee will, at a minimum, include the recapture of direct costs that might be incurred by the City for the operation of the facility.

XIII. Contract Award

The City of Casper reserves the right to accept, reject, or request changes in any proposal.

XIV. 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 persons who have received this Request for Proposals.

XV. Late Proposals

Late proposals will not be accepted. It is the responsibility of the interested parties to ensure that the proposal arrives on, or prior to March 1st 2019.

XVI. Response Material Ownership

The material submitted in response to the RFP becomes the property of the City of Casper and will only be returned at the City's option. Responses may be reviewed by any person after the final selection has been made. The City of Casper has the right to use any or all ideas presented in reply to this request. Disqualification of a respondent does not eliminate this right.

XVII. Acceptance of Proposal Content

The contents of the proposal of the successful respondent may become contractual obligations, if the City of Casper wishes to execute a contract based on the submitted proposal. Failure of the successful respondent to accept these obligations in a contract may result in cancellation of the award.

XVIII. Reference Checks

The City of Casper reserves the right to contact any reference, or any persons or organizations listed in the documents for information which may be helpful to the City in evaluating the respondent's previous performance.