

PRE-MEETING AGENDA

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



	Presentation	Allotted	Beginning Time
1.	Distribution of February 5, 19 & 25 Executive Session Minutes		
2.	Request for “Earth Day Sales Promotion”	10 min	5:30
3.	Former Plains Furniture Properties Request for Proposals (RFP)	10 min	5:40
4.	Agenda Review	5 min	5:50
	Approximate Ending Time		5:55

We are CASPER

Communication Accountability Stewardship Professionalism Efficiency Responsiveness

February 25, 2019

MEMO TO: J. Carter Napier, City Manager

FROM: Andrew Beamer, Public Services Director
Cynthia Langston, Solid Waste Division Manager
Sean Orszulak, Solid Waste Superintendent

SUBJECT: Request for “Earth Day Sales Promotion” to Promote Sales of Compost Yard Products within the Solid Waste Division of the Public Services Department

Meeting Type & Date:

Pre-Council Meeting

March 5, 2019

Recommendation:

That the City Manager authorize City staff to use wholesale fees for selling compost yard products to residential customers and to waive loading fees during an “Earth Day Sales Promotion” from April 22, 2019 (Earth Day on Monday) to May 4, 2019.

Summary:

The Solid Waste Division realized a decrease in revenues associated with compost yard sales in the last two (2) fiscal years due to the recent economic downturn. In fiscal year 2017, commercial sales of compost, primarily from school district projects and commercial sales to large new construction projects, were significantly down. See revenue summary below.

	REQUESTED BUDGET FY20	ESTIMATED ACTUAL FOR FY19	FY18 ACTUAL	FY17 ACTUAL
Compost & Woodchips Sales	\$48,500	\$48,500	\$39,147	\$44,507

Because of the decline in commercial sales for the last two (2) years, the City currently has a surplus of compost and wood chips inventory. To promote sales and reduce inventory, staff has requested an “Earth Day Sales Promotion.” Staff’s request for the “Earth Day Sales Promotion” includes the following details.

- a. Permission to sell all products at the wholesale price - see attached Compost Yard Price List 2019.
- b. Permission to waive loading fees for loading all residential and commercial products purchased (not applicable to free sand or free Storm Atlas wood chips).
- c. Permission to make residential credit vouchers ineligible to use for the wholesale promotional price.

- d. Permission to implement the promotions from April 22, 2019 – May 4, 2019, a 2-week period.
- e. Permission to buy radio and other advertising not to exceed our FY19 budget for advertising.

If the “Earth Day Sales Promotion is approved and successful (success meaning sales up by more than 20% compared to previous years), staff further recommends changing the solid waste rate resolution to allow for future promotional sales using wholesale pricing and waiving loading fees.

Financial Considerations

Revenues for compost sales goes to Balefill Fund Reserves and advertising fees associated with compost sales is from the Balefill Reserves.

Oversight/Project Responsibility

Cindie Langston, Solid Waste Division Manager, and Sean Orszulak, Solid Waste Superintendent

Attachments

Attachment – City of Casper Compost Yard Price List 2019

City of Casper

Compost Yard Price List 2019

Material	Description	5 Gallon Bucket (<i>refill own bucket</i>)	Retail Price (per cubic yard)	Wholesale Price* (per cubic yard)
4" Natural Wood Chips	Single ground tree branches or clean wood	\$0.35	\$12.50	\$8.50
2" Natural Wood Chips	Double ground tree branches or clean wood	\$0.50	\$16.50	\$12.50
Natural Fine Wood Chips	Wood fines from screened double ground tree branches or clean wood	\$0.75	\$9.00	\$6.00
Composted Wood Chips	Wood chips from screened compost; composted wood chips appear darker (blackish) than natural wood chips	\$0.75	\$9.00	\$6.00
Colored Wood Chips	Double ground tree branches or clean wood that has been dyed red, black, gold, brown or other color	\$1.00	\$35.00	\$30.00
Compost	Composted Yard Waste (US Compost Council certified)	\$1.00	\$20.00	\$18.00
Screened Top Soil	Sod dirt or top soil that has been through a ½" screen; Limited Availability	Not Available	\$25.00	Not Available
Amended Top Soil	A combination of top soil, fine Wood Chips and compost; Limited Availability	Not Available	\$35.00	Not Available
Sand	Clean Fine Sand – Unscreened	Free	Free	Free
Wood Pallet	Re-usable Wooden Pallets	N/A	Free	Free
5 Gallon Bucket	A 5-gallon bucket with no lid to carry product	N/A	\$4.00 each**	Not Available
Loading	Loading fee for 100% purchased material (No Vouchers used)	N/A	\$10.00 per load	Not Available
Loading	Loading fee for free material and when redeeming Yard Waste Incentive Vouchers towards the purchase of material	N/A	\$15.00 per load	Not Available
Commercial Grass Fee	Fee for grass brought by landscapers, lawn service companies, & other commercial businesses between July 1 st - October 31 st		\$15.00 per load	

*Commercial company pre-ordered purchases only.

** Prices are subject to change, please call (307)235-8246 for current pricing and availability.

REQUEST FOR PROPOSALS (RFP)
FOR

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

FOR
THE CITY OF CASPER
CASPER, WYOMING

(Issued on March 6, 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 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 David Street, Casper, Wyoming, 82601, or mailed to the same address, by 4:00 p.m., Local Time, on Friday, May 3, 2019. Proposals will be labeled externally with the following statement: “FORMER PLAINS FURNITURE BLOCK PROPERTY PROPOSAL(S) ENCLOSED.” No additional proposals will be received thereafter. Copies of each proposal must be submitted also 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. This RFP also includes the vacant lot to the south of the former Plains Furniture properties. 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

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 to City staff in writing 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 received by the City of Casper, City Manager's Office, 200 North David Street, Casper, Wyoming, 82601, by 4:00 p.m., Local Time, on Friday, May 3, 2019. Proposals will be labeled externally with the following statement: "FORMER PLAINS FURNITURE BLOCK PROPERTY PROPOSAL(S) ENCLOSED." No additional proposals will be received thereafter. Copies of each proposal must be submitted also 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 Offer: 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. Fair market value amounts, given the purposes and constraints included in this RFP, will be utilized in deciding upon acceptance of one or more proposals.
- 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, May 3, 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. **The City Council will determine which proposal(s), if any, meet the purposes and goals of this RFP and the community's needs.** 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, to structure the contract and subsequent to the contract.

XI. Contract

The Contractor will be required to sign a contract with the CITY relating to the purchase requirements and protections (remedies) that the proposal will be followed and completed and to development plans. Such contract shall include, but not necessarily be limited to, articles that specify property retention and/or transfer.

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.