

**REQUEST FOR PROPOSAL  
FOR  
THE LEASE AND OPERATION OF  
THE DOWNTOWN PARKING FACILITIES  
THE CITY OF CASPER  
CASPER, WYOMING 82601**

**(Issued on May 13, 2020)**

The City of Casper, Wyoming, is seeking Proposals from individuals or groups to lease and operate the Downtown Parking Structure at 230 S. Wolcott and the parking lot at 106 S. Center Street, for the period from July 1, 2020 to June 30, 2024. The Proposal should be designed to provide the City with a clear understanding of the individuals', or groups', qualifications to operate the facilities. Please respond to the Request for Proposal with the intent of portraying to the selection committee that you are the most qualified, and willing and able to successfully operate the parking facilities. Individuals or groups responding will be evaluated and a short list developed for formal interviews to be conducted at a later date, if necessary. Five copies of the written Proposals shall be submitted to Liz Becher, Community Development Director, 200 N. David Street, Casper, WY by 4:00 p.m.(MST) on or before, Friday, June 12, 2020.

**I. General Criteria for Evaluating Qualification Statements.**

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

1. Experience in public parking management;
2. Related experience in finance, and facility management; and,
3. Specific information which might support the ability to manage the parking facilities.

**Special Qualifications:** The qualification statement shall identify any specific qualifications which might make the respondents uniquely qualified to provide the requested services. These may include similar work experience related to another community of similar size.

**II. Introduction and Background**

The City of Casper is soliciting Proposals for leasing the public parking facilities owned by the City to the individual or group which is most qualified and able to operate the facilities for the purpose of providing quality public parking opportunities to accommodate merchants, employees, shoppers and visitors to downtown Casper. A secondary objective is for the facilities to be revenue generating enterprises for both the Operator/Lessee and the City.

### **III. Properties**

The two properties to be leased by the City are:

**The five (5) story, 150,000 square foot parking structure with 438 parking spaces located a 230 S. Wolcott; Lots 13-16, 23-27, Block 3, Casper Addition.**

In addition, the Operator/Lessee of the parking structure will be responsible for the public restroom maintenance responsibilities. The Operator/Lessee will check the public restrooms 3 times/day for loitering, damage, and messes. The City deep cleans the restrooms daily, but the Operator/Lessee will pick up random garbage on the floor or in the toilet to make them presentable. The Operator/Lessee also pays the utilities for the bathrooms, since they are all on the same meters as the parking garage.

**The 0.58 acre, 53 space parking lot at 106 S. Center Street; Lots 16-18, Block 8, Casper Addition.**

### **IV. Materials/Information to be provided by the City of Casper**

The parking structure on South Wolcott was constructed in 1980. It is currently valued at \$2,049,230 by the Natrona County Assessor. The City has spent in excess of \$1,000,000 on repair/replacement work on the elevator systems, joints and concrete repair, lighting replacement, public restrooms, and security systems over the life of the structure. Principal expenses to the operation include, minor repair and upkeep, insurance, utilities, cleaning, snow removal and staffing.

The parking lot on North Center Street is 25,265 square feet in area and valued at \$176,400 by the County Assessor. The City has provided asphalt patching and crack sealing, the painting of parking stalls, wheel stops, maintenance of trees/shrubs and the irrigation system, overhead lighting, and stall number signs.

The City will make available all physical fixed assets currently on the premises that have been paid for and installed by the City of Casper, specifically the signage, ticketing equipment, and office facilities/equipment. Further, the City will make available the 4-wheeler and sweeper used to clean the facility, move snow, and provide security.

All remaining site improvements that have been installed by the past operator shall remain with the facility. Materials and supplies acquired by past operators may be removed by the operator or offered to the City.

### **V. Operation Plan**

The interested groups or individuals shall submit a proposed parking facilities operation plan that will address the following:

1. Maintenance to be provided
2. The approach taken to address major repairs
3. Hours of operation
4. Staffing
5. Marketing and promotion
6. Methods that will be used to address user concerns and complaints
7. Utilities
8. Snow removal
9. Rules and regulations pertaining to the use of the parking facilities
10. Insurance
11. The use and maintenance of the 4-wheeler and sweeper
12. A proposed fee schedule and method of collection
13. An annual resource plan to include proposed resource investments

#### **VI. Subcontractors**

The Operator/Lessee shall be responsible to retain and pay for the services of any subcontractor necessary to operate the parking facilities. The City and the Operator/Lessee must mutually agree to the use of any subcontractor which the Operator/Lessee desires to retain.

#### **VII. Recommendations on Improvements**

The group or individual submitting the Proposal may make specific recommendations for physical and operational improvements to the parking facilities essential to the success of the operation as proposed. The City will take the recommendations into consideration when selecting the Operator/Lessee.

#### **VIII. Financial Plan**

The Proposal shall include a plan for the collection of fees and a payment schedule to the City. The Proposal shall address:

1. Projected revenues to be generated. The City will consider a profit sharing plan set-up on a sliding scale depending on the level of use. A payment system shall be provided.
2. Projected expenses

The Operator/Lessee shall be required to submit a monthly financial report on the operation of the parking facilities.

#### **IX. Lease Fees**

The lease payment for the facility shall be based on a share of the revenue generated by the Operator/Lessee and shall be not less than Four Thousand

Dollars (\$4,000.00) per annum. Payment shall be made to the City prior to the 15<sup>th</sup> day of each and every month during the contract period.

**X. Submission of Support Material**

The Proposal should respond to all information requested in the RFP. All costs associated with preparation, submittal of Proposals and interviews shall be borne by the individual or group making the submittal. Any other information believed to be relevant, but not applicable to the enumerated categories, should be provided as an appendix to the Proposal.

**XI. Criteria for Selection**

All Proposals received shall be subject to evaluation by a selection committee comprised of City staff, a City Council representative, and others, as may be determined. 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.
5. Commitment: Consideration will be given to the Proposal that represents a commitment to making the parking facilities contribute to the overall success, health and vitality of the downtown core of the City of Casper.

**XII. Interviews**

City staff will review all Proposals and select a maximum of five candidates for interviews by the selection committee, if necessary. Upon completion of the interviews, one group or individual will be selected. After a firm is selected, contract negotiations will focus on developing a detailed scope of services. In the event a satisfactory agreement cannot be reached, negotiations will be terminated and another firm will be selected. This process will be followed until a mutually satisfactory agreement is reached or the shortlist of the candidates is exhausted.

Final selection will be made by the City Council through the execution of a lease agreement.

**XIII. Contract Award**

The City of Casper reserves the right to accept, reject, or request changes in any Proposal. The City of Casper will work closely with the selected Operator/Lessee to develop or refine a detailed scope of work outlining the responsibilities of the Operator/Lessee and the City.

**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 Proposal.

**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, Friday, June 12, 2020 at 4:00 p.m. (MST).

**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.