



**COMMUNITY DEVELOPMENT
DEPARTMENT**

**Request for Proposals (RFP)
For Consultant to Prepare a
Comprehensive Plan Update and Revision**

**For the
City of Casper, Wyoming**

The City of Casper will receive proposals at the office of Community Development located at City Hall, 200 North David Street #203, Casper, Wyoming 82601, Monday through Friday from 8:00 am to 5:00 pm, and will be accepted until 4:00 pm, Friday, March 18th, 2016. Proposals should be addressed to:

Contact: Craig Collins, AICP
Address: City of Casper
Community Development Department, #203
200 N David Street
Casper, WY 82601
Phone: 307-235-8241
Fax: 307-235-8362
E-mail: ccollins@casperwy.gov

PURPOSE

The City of Casper is seeking proposals from consulting groups specializing in land use and transportation planning to assist in the development of a revised and updated Comprehensive Plan with a supplemental Transportation Element for the City of Casper, Wyoming. The revised and updated Comprehensive Plan and Transportation Element will serve as a guide for policy changes, land use and transportation planning, economic development forecasting, budget preparation, and capital improvement planning for the City of Casper's future. The City of Casper anticipates the process to start on June 1, 2016.

CHARACTER OF THE AREA

The City of Casper, County seat for Natrona County, is located in east central Wyoming. As the largest City in the central part of the State, it serves as the principle retail, service, medical, transportation, and wholesale center for the State. Additionally, Casper's production history and central location has made it the regional support center for Wyoming's energy industries (coal, gas, oil, and wind farms). Casper's close association with the energy industries has made it economically susceptible to the boom and bust cycles of the industry. Generally, Casper has been experiencing a growing economy over the last decade in spite of the Great Recession in 2009. However, with the recent decline in energy prices, Wyoming has experienced increasing unemployment rates and falling median income, resulting in the contraction of many local economies, including the City of Casper.

According to the United States Department of Commerce's Bureau of Economic Analysis (BEA), as of 2014, the Casper Metropolitan Statistical Area's personal income ranked 11th out of the nation's 366 metropolitan areas with a per capita personal income of \$59,890, reflecting an increase of 5.9 percent from 2013. The 2010 United States Census reported the City of Casper population at 55,316 (75,450 for Casper MSA) and the most recent estimates (July 1, 2014) place the City of Casper population at 60,086 (81,624 for Casper MSA), showing an 8.6 percent growth from 2010. This growth has led to Natrona County being the sixth fastest growing metropolitan area in the United States from 2012 to 2013, reported by the Wyoming Division of Economic Analysis.

PLANNING AND DEVELOPMENT BACKGROUND

The Casper Area's current Comprehensive Plan was adopted in 2000. The Plan was designed to establish a cohesive decision-making strategy for the community that would consider social, economic and environmental conditions, promote development and redevelopment, and anticipate future demands for facilities and services. The plan has served as a guide for making decisions, spending funds, and assessing programs and services in an informed and consistent manner; and creating opportunities and coordinating land uses in a way that benefits the community. The current Comprehensive Plan focuses on:

Vision 1—Diverse Economy
Vision 2—Vital City Center
Vision 3—Compact Development

Vision 7—Casper's History
Vision 8—Distinct Character
Vision 9—Attainable Housing

Vision 4—Cohesive Residential Neighborhoods
Vision 5—Open Space Connections
Vision 6—View of Casper Mountain

Vision 10—Cultural Amenities
Vision 11—Transportation Choices
Vision 12—Attractive Gateways

The City of Casper desires to place a greater emphasis on applying Economic Development and Transportation strategies in this Comprehensive Plan Update. The City also finds it critical to pursue a land use strategy that encourages variety and balance in future developments. These visions and strategies, along with the Adopted Comprehensive Plan, will substantially influence the new framework sections.

SCOPE OF SERVICES

The Consulting team shall prepare the City of Casper Comprehensive Plan Update and accompanying Transportation Element under the guidance of a Steering Committee, City Staff, Casper Mobility Team, and the Planning and Zoning Commission, and shall be managed by the Community Development Staff. The Steering Committee will consist of members of City Council, representative(s) from Natrona County planning department, representative(s) from Metropolitan Planning Organization (MPO), representative(s) from the Casper Area Economic Development Alliance (CAEDA), representative(s) from Casper College, neighborhood representatives, and citizen groups. The Steering Committee will oversee the planning and development process. The resulting Plan shall represent the community’s vision for the City of Casper.

The City of Casper and the Casper Area Metropolitan Organization (MPO) can commit up to \$120,000 to complete the phases of this project. The successful candidate’s proposal will meet this budget. Cost may be used as a consideration to select a proposal. Preference will be given to the consultant that can provide depth and variety in the public engagement process.

DEVELOPMENT & LAND USE PLAN

INTRODUCTION

This contract will result in a comprehensive land use plan that revisits old assumptions; updates planning policies, goals, and objectives where needed; and expands upon the current 2000 Comprehensive Plan. The Plan shall include text, plans, charts, graphs, and other applicable graphics to illustrate past, current, and future projections. In addition to reevaluating the previous Visions, the Plan shall gauge public interest and identify new visions, key trends and issues, desired outcomes (goals and policies) and implementation strategies for each of the following topics:

- Land Use Planning and Future Growth
- Community Design and Character
- Complete Neighborhoods
- Economic Development and Job Centers
- Natural Assets: Mountain and River

- Areas of Opportunity: Redevelopment and Reuse
- Housing Diversity

The consultant shall provide rationale for topics deemed necessary or preferred for this plan, as well as the depth of detail warranted for each component given the complexities of our community. The final product shall include the following tasks and deliverables:

TASK NO. 1: INITIAL REVIEW AND PLAN ASSESSMENT

A complete reorganization of the plan framework is not likely. Therefore, the Consulting Team and Steering Committee will need to do the due diligence of taking into account the outcomes of the 2000 update, discern which elements are still relevant, and develop new framework sections where needed to accurately reflect our community as we envision the future of Casper. This task will include the following: interviews with appropriate stakeholders (i.e. elected officials, appointed officials, nonprofit organization leaders, property owners, neighborhood representatives, local business owners, developers, business organizations, City Staff, etc.); website material explaining the project's process and schedule; and assessment of recently adopted plans and policies (i.e. code amendments, transportation and walkability plans, annexation agreements, redevelopment plans, etc.). The consultant may incorporate the aforementioned plans, which are listed on page 7.

Deliverables: Project Timeline; Draft Future Land-Use Map; Existing Conditions and Analysis update (i.e. population, growth rate, housing needs, etc.); and an Outline of the updated comprehensive plan including framework sections. Each of these components will be utilized during the Public Engagement Process.

TASK NO. 2: PUBLIC ENGAGEMENT

The Consultant will work with the City Staff and Steering Committee to develop a public engagement strategy. This task will include a Project Kick-off with the City Council and the community and shall include any or all of the following: generate necessary background information; community meetings with citizens; monthly reports to the Steering Committee; and a final presentation to the Planning and Zoning Commission, the Steering Committee, and the City Council for public review. The successful candidate will incorporate a mix of meetings in number and form. Staff will provide assistance for public engagement activities in the form of distribution and collection of surveys and public input, meeting location arrangements, meeting displays and projections, and the creation of invitation lists. Staff assistance will also include social media and online engagement programs, which may include media such as MySidewalk, Twitter, and Facebook.

Deliverable: A memorandum summarizing the findings of the public engagement efforts.

TASK NO. 3: CRAFTING A WORKABLE PLAN

Building on the plan assessment, the Consultant will present the First Draft of the Comprehensive Plan Update within six (6) months of the execution of the contract for the purpose of gathering comments. The successful candidate will include graphics, renderings, maps, and photographs into the workable plan. Copies of the first draft will need to be in hardcopy and digital form and posted on www.casperwy.gov. The Consultant, City Staff, and Steering Committee will determine the audiences for the presentations. After making revisions in response to comments on the first draft, the Consultant will present the Second Draft of the Comprehensive Plan Update to staff and the Steering Committee. If additional gaps of information remain, the Consultant will need to attend and participate in additional meetings with key stakeholders and/or neighborhood groups to explain the details of the draft and obtain additional input and comments. Assistance with mapping and the provision of GIS data will be performed by City staff throughout this task.

Deliverable: City of Casper Comprehensive Plan Update draft to include illustrations and maps.

TASK NO. 4: APPROVAL PROCESS AND FINAL PLAN SUBMITTAL

The Consultant will make a formal presentation to the Planning and Zoning Commission, the Steering Committee, and the City Council in a combined meeting venue. The Consultant will be responsible for revisions to the Final Draft that may become necessary between presentations. After appropriate review and public comment, a final plan including an executive summary will be prepared for adoption.

Deliverable: The Consultant shall provide one (1) three-ring bound paper copy, fifteen (15) hard copies, and fifteen (15) digital copies of the final plan on reproducible computer discs. The final plan shall be prepared and designed in Adobe InDesign, and the consultant shall provide the digital file in a packaged format to include all photos, graphics, and any other accompanying digital files. Additionally, the final submission shall be in an electronic, editable format compatible with the City of Casper Windows-compatible software including Adobe CS5.5 or higher, Microsoft Word, and appropriate geographic information systems (GIS) software as defined at the time of contract negotiation.

IMPLEMENTATION STRATEGIES

The Comprehensive Plan is a guide to carry us through the next twenty (20) years, with an expectation of achieving five (5) year updates. The ultimate goal of this Project is the implementation of the Comprehensive Plan Update within these next five (5) years. The consultant shall recommend Implementation Strategies and methods to evaluate existing conditions, monitor trends, and track progress toward achieving the Comprehensive Plan's goals. The Implementation Strategies recommended shall be concretely linked to framework sections outlined in the Comprehensive Plan. Over the Plan's life, the Implementation Strategies will provide a resource for local government decision makers to make informed choices about our community's future.

TRANSPORTATION ELEMENT

INTRODUCTION & BACKGROUND

In the fall of 2014, the City of Casper Planning & Zoning Commission expressed concerns relating to commercial development patterns, in particular the resulting urban form and block sizes of recent developments of commercial parcels in East Casper. A historically consistent increase in block sizes has led to a decrease in the connectivity of the public street network as development has moved away from Downtown over time. This decrease in the links and intersections of Casper's street network is also accompanied with an underutilization of street typology application. This realization has led Casper officials and area wide leaders to rethink transportation and see the need for a Comprehensive Plan Transportation Element to address not only street connectivity, but also the citywide elements that affect or are affected by our street network.

One year following the Planning & Zoning Commission expressing its concerns, a Casper Mobility Team was formed to attend a series of workshops through the Community Mobility Institute in October 2015. Working with transportation and community development professionals, the team drafted a vision and established goals to inform the creation of a Transportation Element to supplement the City of Casper's Comprehensive Plan.

This workshop and what came out of it served to lay the foundation for the Transportation Element of the update to the City of Casper's Comprehensive Plan with particular emphasis on street connectivity solutions. The result of the team exercises was the creation of a vision for the Transportation Element and the City of Casper's transportation system as a whole. In addition, the team explored what was needed for an effective and inclusive stakeholder engagement effort. Finally, they framed the desired components and outcomes of the Transportation Element of the Comprehensive Plan.

Development guidelines, particularly related to street connectivity, street hierarchy, safety, and access management have been lacking and future development will further deteriorate the street system as Casper grows without adequate transportation standards. Of particular concern is the undeveloped regions east of the City and near/around the West Belt Loop corridor where future growth is expected. Today, the City of Casper is committed to building communities through transportation and finding street connectivity and transportation/land use solutions. Officials desire to develop strategies and policies to encourage systematic development of all scales and modes of transportation.

VISION AND OBJECTIVES

The Casper Mobility Team's vision for the Transportation Element of the Casper Area Comprehensive Plan prioritizes four pillars of our future transportation system:

- ◆ To address future growth and build communities through transportation.
- ◆ To address connectivity at all scales of transportation.
- ◆ To be inclusive and accommodating of all forms of transportation.

- ◆ To promote safety and access.

The Casper Mobility Team additionally worked to framework desired objectives and outcomes of the Transportation Element:

- ◆ Acknowledge, address, and analyze transportation existing conditions, challenges, assets, and opportunities.
- ◆ Address street connectivity and street typologies.
- ◆ Address relationship between land use and transportation systems.
- ◆ Address all modes and scales of transportation.
- ◆ Provide policy and implementation recommendations.
- ◆ Address infrastructure funding systems.
- ◆ Measure and analyze. Identify indicators that can measure the success of our vision.

TASK NO. 1: INITIAL REVIEW, PLAN ASSESSMENT, AND FRAMEWORKING

As part of the Comprehensive Plan's Transportation Element, the successful consulting team will begin by addressing, measuring, and analyzing existing transportation conditions, challenges, assets, and opportunities. Both qualitative and quantitative methods are encouraged. This process should include, but may not be limited to the following practices:

- ◆ Evaluate existing conditions, system capacity, deficiencies and needs.
 - Provide inventory and analysis of existing facilities and their capacities, street connectivity and circulation, and other key measurements compared to an ideal Level of Service (LOS)
 - Establish where performance is good and where deficiencies exist or are predicted to exist in terms of accessibility, mobility, and efficiency relative to community aspirations.
 - Provide a forecast of future conditions including transportation and land use and analyze how growth may affect current network.
- ◆ Perform land use analysis with emphasis on areas of future growth including the consideration of land use trends and population and employment characteristics, among other factors, to provide a basis for determining the relative level of traffic generated by newly incorporated and urban growth areas.
 - Provide technical assistance in updating the Casper Area Travel Demand Model for targeted growth areas.
- ◆ Using the framework of the 2014 Long Range Transportation Plan, create a Major Street Plan and Map that recommends the relative alignment of arterials, collectors, and other links and intersections to accommodate traffic forecasts and future growth.
 - Should contain the general locations and extent of existing and proposed streets and highways and should consider type, function, and character of existing and proposed streets.
 - Should be designed to use as a framework for roadway rehabilitation, improvement, and signalization.
 - Should be designed to use for identifying future alignments for future circulation.

- ◆ Develop and clearly articulate goals and objectives in response to the results of the inventory and analysis of this task and Task No. 2.
 - Define and prioritize future transportation needs.
 - Goals should be context sensitive and dependent upon land-use compatibility, economic considerations, and community quality, and based upon different alternative transportation scenarios and investments.

The Transportation Element should be developed in conformity with existing plans and studies. Initial review should include consideration of the following plans:

- ◆ Established land use and zoning policies;
- ◆ City of Casper Comprehensive Plan (2000) and Concurrent Update.
- ◆ City of Casper Engineering Street and Streetscape Standards;
- ◆ Casper Area Long Range Transportation Plan (2014)
- ◆ West Belt Loop Land Use, Connectivity, and Access Management Plan (2014)
- ◆ Casper Traffic Impact Study Guidelines
- ◆ National Best Practices, WYDOT Regulations, and State Law
- ◆ Casper Area Trails, Path, and Bikeway Plan (2013)
- ◆ MPO Transit Development Plan (2016)
- ◆ Community Mobility Institute Post-Workshop Report (2015)

Deliverables: Overview of planning process, Project timeline, Report and assessment on inventory and analysis of land use and current transportation system including all scales and modes of mobility, Identified scope and future growth focus areas, Draft Major Street Plan and Map, Identified goals and objectives.

TASK NO. 2: PUBLIC ENGAGEMENT

The successful consultant will implement this task in conjunction with the Casper Area Comprehensive Plan Update public engagement process and build upon the previous work of the Casper Mobility Team. This task will most likely overlap the timeline of and work in conjunction with other tasks and should be flexible. This process should include, but may not be limited to:

- ◆ Identify audience and develop an understanding of stakeholder issues, costs, and benefits.
- ◆ Develop public engagement talking points and craft message concepts or brands.
- ◆ Create a transparent and all-inclusive engagement strategy using traditional and new methods of engagement to ultimately craft final policy and guideline recommendations.
- ◆ Craft an engagement strategy that builds on Task No. 1's analysis to create a context which can inform the public engagement process.
- ◆ Creative forms of communication and engagement are preferred and anticipated. Please note, City staff is willing and able to assist throughout this effort.
- ◆ Working with the Casper Area Comprehensive Plan Update Steering Committee, in addition to advising with the Casper Mobility Team.

- ◆ Working with local developers and businesses will be crucial in understanding and developing solutions.

Deliverables: A memorandum summarizing the findings of the public engagement efforts.

TASK NO. 3: CRAFTING A WORKABLE PLAN

Further analysis of findings and public engagement outcomes shall accompany this task, in addition to the framing of major Transportation Element concepts and the building of solutions and recommendations. Developing upon these efforts, the Consultant will present the First Draft of the Transportation Element within six (6) months of the execution of the contract for the purpose of gathering comments. The successful candidate will include graphics, renderings, maps, and photographs into the workable plan. Copies of the first draft will need to be in hardcopy and digital form and posted on www.casperwy.gov. The Consultant, City Staff, and Steering Committee will determine the audiences for the presentations. After making revisions in response to comments on the first draft, the Consultant will present the Second Draft of the Transportation Element to staff and the Steering Committee. If additional gaps of information remain, the Consultant will need to attend and participate in additional meetings with key stakeholders and/or neighborhood groups to explain the details of the draft and obtain additional input and comments. Assistance with mapping and the provision of GIS data will be performed by City staff throughout this task.

This process should include, but may not be limited to the following practices:

- ◆ Develop, evaluate, and define alternative solutions and scenarios, following the development of goals and priorities in Task No. 1.
 - Should develop potential combinations of investments and policies among different modes to best meet needs while considering potential benefits, impacts, and trade-offs of each alternative.
 - Should be developed and communicated in a way to facilitate transparency in the planning, implementing, and decision making process.
 - Provide final solutions along with technical rationale based on measurements against established goals and objectives.
- ◆ Solutions should address but may not be limited to:
 - Creating standards that result in land uses and developments that are compatible with all modes of transportation and interconnect with a multimodal street system.
 - Developing standards for street connectivity at all scales of transportation.
 - Developing street typologies with cross-sectional designs to accommodate various levels and scales of transportation, including transit, as distinguished by functional classifications that can be adopted directly into City Code.
 - Provide specialized **multimodal** traffic impact study guidelines that can be adopted directly into City Code which help with review/confirmation of arterial and collector recommendations, pedestrian improvements, and utilization of specific street types for Casper's newly incorporated and urban growth areas.

- ◆ Provide guidelines for implementation and performance monitoring.
 - Provide policy recommendations that can be adopted directly into City Code and other related development guidelines. This may include street spacing, commercial block lengths, standardized street cross sections, necessary Right-of-Way widths, road “oversizing” (when a developer pays for a standard street cross section while the City finances the upgrade to an arterial), financing options including impact fees, access management standards, parking standards, etc.
 - Provide message crafting, talking points, and any documentation or research necessary to support solutions, implementation, and Council action. The successful candidate will provide cost and labor estimates for an optional economic analysis of alternative street connectivity policies to potentially supplement the Transportation Element.
 - Include a priority list for “next step” projects, initiatives, or policy adoption along with any relevant cost estimates to solve imminent problems or imminent development issues.
 - Identification of potential infrastructure financing mechanisms and future resources needed to manage and implement recommendations.
 - Establish performance measurements (qualitative or quantitative) in relation to future needs, goals, and objectives to monitor performance of future transportation system.

Deliverables: Draft Transportation Element of the Casper Area Comprehensive Plan, complete with Executive Summary, Inventory & Analysis, Major Streets Plan and Map, Alternative Solutions and Scenarios, Explanation of the Public Engagement Process, and Detailed Solutions and Implementation Strategy.

TASK NO. 4: APPROVAL PROCESS AND FINAL PLAN SUBMITTAL

The Consultant will make a formal presentation to the Planning and Zoning Commission, the Steering Committee, Casper Mobility Team, and the City Council in a combined meeting venue. The Consultant will be responsible for revisions to the Final Draft that may become necessary after appropriate review and public comment, a final plan including an executive summary will be prepared for adoption.

The Transportation Element of the Comprehensive Plan is a guide to carry us through the next twenty (20) years, with an expectation of achieving five (5) year updates. The ultimate goal of this Project is the implementation of the Comprehensive Plan Update and the Transportation Element within the next five (5) years. The consultant shall recommend Implementation Strategies and methods to evaluate existing conditions, monitor trends, and track progress toward achieving the Transportation Element’s goals. Over the Plan’s life, the Implementation Strategies will provide a resource for local government decision makers to make informed choices about our community’s future and to build communities through transportation.

Deliverable: The Consultant shall provide a copy of the Transportation Element along with the Casper Area Comprehensive Land Use Plan Update, which includes one (1) three-ring bound

paper copy, fifteen (15) spiral bound hard copies, and fifteen (15) digital copies of the final plan on thumb drives. The final plan shall be prepared and designed in Adobe InDesign, and the consultant shall provide the digital file in a packaged format to include all photos, graphics, and any other accompanying digital files. Additionally, the final submission and accompanying graphics shall be in an electronic, editable format compatible with the City of Casper Windows-compatible software including Adobe CS6 or higher, Microsoft Word, and appropriate geographic information systems (GIS) software as defined at the time of contract negotiation.

PRE-PROPOSAL CONFERENCE

The City of Casper will host a Pre-Proposal Conference on February 19. Attendance at this conference via conference call is **mandatory**. Only firms that have participated in this conference will be allowed to propose.

SUBMITTAL SUMMARY & RECOMMENDED FORMAT

RFP responses shall be provided in ten (10) hard copies and one (1) CD and shall include the following items, along with additional materials demonstrating the Consultant Team's expertise and capability:

1. A detailed written description of the Consultant Team's approach to the project, including the public engagement process and intended extent of public involvement to include a Project Kick-Off.
2. The expertise of the team assembled by the Consultant, including general and multi-disciplinary qualifications, specific evidence of relevant experience creating comprehensive plans, and a listing of the key personnel that will carry out the work.
3. A summary of comprehensive plan projects (in progress or completed) undertaken by the Consultant and/or Team members including: reference name; current status of plan; public involvement in plan formulation; client type; and size/scale of geographic area.
4. A hard copy or digital copy of at least one municipal Comprehensive Plan from the summary above that was created by the Consultant and adopted, with supporting materials indicating implementation status of the plan.
5. Consultant estimated cost of each potential phase and task and the overall update process.
6. A timeline associated with each potential phase and task including proposed meetings and presentations and the overall update process.

EVALUATION OF SUBMITTALS

The City of Casper is seeking a consulting team that will successfully strike a balance between technical expertise and responsiveness to community feedback. Submission of supporting documentation of a previous client's successful plan implementation will play a critical role in the evaluation process. Regional presence (and/or regional experience) is preferred.

Consultants responding to this RFP must demonstrate the following:

1. Experience in preparing, writing, and implementing municipal comprehensive plans.
2. Experience in preparing, writing, and implementing municipal transportation plans.
3. Experience in building community consensus to support innovative plan structures.
4. Experience in identifying, evaluating, and explaining the essential qualities of community design and character.
5. Data and technical expertise (i.e. gathering, interpolating, analyzing, managing, assembling, applying data in meaningful and relevant ways, etc.).
6. Strong graphic skills.
7. Strong written and oral communication skills.

The City of Casper will evaluate all submittals to determine which Consultants have the experience and qualifications that are the best fit for this project. The City of Casper may request personal interviews with Consultants and/or additional information which may include, but is not limited to, the following: detailed methodology description; work program details; project management methods; communication methods with the City of Casper and the public (i.e. project progress, reviews, public meeting opportunities, etc.); identification of key personnel and project roles; hourly rates for personnel; and data expected to be provided by the City of Casper.

The City of Casper reserves the right to reject any and all proposals, to waive informalities and irregularities in proposals, and to enter into a contract with any Consultant based solely upon the initial proposal.

AVAILABLE DOCUMENTATION

Planning:

- 2000 Casper Area Comprehensive Plan (Current)
- 2012 Downtown Strategic Plan
- 2014 Parks Plan

Urban Renewal (OYD):

- Form-Based Code (OYDSPC Zoning)
- 2007 Redevelopment Master Plan
- 2002 Casper Urban Renewal Plan

Housing & Community Development (H&CD):

- Annual Action Plan
- Consolidated Annual Performance and Evaluation Report (CAPER)
- Analysis of Impediments to Fair Housing
- Casper Area “Boomer” Study

Metropolitan Planning Organization (MPO):

- Connecting Casper 2040 Long-Range Transportation Plan (LRTP) Update
- I-25 Entryways and Beautification Plan
- Transit Development Plan
- Blackmore Road Sub Area Transportation Plan
- Casper Area Trails, Paths, and Bikeways Plan (CATPBP)
- Transportation Improvement Plan (TIP)

- Unified Planning Work Program (UPWP)
- Highway 20/26 Enhancement Study
- Casper Walkability Study
- Safe Routes to School
- Southeast Casper Transportation Plan

Casper Area Economic Development Alliance (CAEDA):

- Five-Year Strategic Plan (2013)

TENTATIVE SELECTION AND PROJECT SCHEDULE:

February 5, 2016	RFP released
February 19, 2016	Pre-Proposal Conference
March 4, 2016	Written Question Deadline
March 18, 2016	Proposals Due
March 23, 2016	Proposal Compliance Review by staff
March 28, 2016	RFP Review/Selection by subcommittee <ul style="list-style-type: none"> - Planning, MPO, and Community Development Staff - Members of City Council and Planning & Zoning Commission
Week of April 11	Finalist Interviews
April 18, 2016	Notice of Award
Late April	Contract Negotiation
May 17, 2016	Contract Authorization by Casper City Council
June 1, 2016	Project Kickoff

CONFLICTS OF INTEREST:

A qualification statement shall specifically address any possible conflicts of interest and the Consultant's position or response as to whether or not such other work or relationship may be deemed a conflict of interest with this study.

SPECIAL QUALIFICATIONS:

The qualification statement shall identify any specific credentials which might make the Consultant uniquely skilled to provide the requested services. These may include similar work experience related to another community of similar size or a project of similar design.

SUBCONTRACTORS:

The Consultant shall be responsible to retain and pay for the services of any subcontractor necessary to complete the work. The City of Casper and the Consultant must mutually agree to the use of any subcontractor which the Consultant desires to retain.

OWNERSHIP:

The City of Casper will retain full ownership of any and all data and materials derived from this project. The City of Casper will also retain full control of the distribution, use and sale of these data. The Consultant is prohibited from using or redistributing these data without prior approval of the City of Casper.

RESPONSE MATERIAL OWNERSHIP:

The material submitted in response to the RFP becomes the property of the City of Casper and will only be returned to the Consultant at the City of Casper's option. Responses may be reviewed by any person after a contract is entered into with the successful Consultant. The City of Casper has the right to use any or all ideas presented in reply to this request. Disqualification of a Consultant does not eliminate this right.

ACCEPTANCE OF PROPOSAL CONTENT:

The contents of the proposal of the successful Consultant may become a contractual obligation if the City of Casper wishes to execute a contract based on the submitted proposal. Failure of the successful Consultant to accept these obligations in a contract may result in cancellation of the award and such Consultant may be removed from future solicitations.

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 in evaluating the Consultant's performance on previous assignments. Consultant shall include a list of organizations (local and otherwise) for this purpose.

PERSONNEL CHANGES:

The City of Casper reserves the right to re-negotiate or terminate the contract if there is a significant (50%) change in the Consultant's key personnel or with any change with the Consultant's Project Manager. In addition, the City may remove any key personnel from the Consultant's team if that person is deemed unsuitable or a hindrance to the cooperative completion of the project.