

## PRE-MEETING AGENDA

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



	<b>Presentation</b>	<b>Allotted</b>	<b>Beginning Time</b>
	Distribution of October 29 Executive Session Minutes *Council – please initial by your name on the minutes to indicate your approval*		
1.	Arterials & Collectors – schedule (November 12 <sup>th</sup> agenda?)	5 min	5:30
2.	Johnson Group Bar and Grill Proposal	10 min	5:35
3.	Golf Pro RFP Draft	10 min	5:45
4.	Agenda Review	5 min	5:55
	Approximate Ending Time		6:00

We are CASPER

**Communication   Accountability   Stewardship   Professionalism   Efficiency   Responsiveness**

October 8, 2019

MEMO TO: J. Carter Napier, City Manager *JCN*  
FROM: Fleur Tremel, Assistant to the City Manager/City Clerk *FT*  
Carla Mills-Laatsch, Licensing Specialist *CM*  
SUBJECT: Request to set aside two Bar and Grill liquor licenses

Meeting Type & Date

Regular Council Pre-Meeting  
November 5, 2019

Action type

Direction Requested

Recommendation

That Council consider the request to set aside two bar and grill liquor licenses for future use.

Summary

In July of 2017, the City of Casper received six additional bar and grill licenses, making the total bar and grill assigned to the City of Casper fourteen. After two requests for proposals periods, two licenses were awarded. The two bar and grills that were awarded went to Moreno and Moreno, LLC d/b/a Guadalajara Family Restaurant, and Marvin Piel Family, LLC., d/b/a The Tower. Marvin Piel Family, LLC has been non-operational for two years next month. The owner stated that this license will be given back to the City as his project is no longer feasible. This means nine are currently being used by restaurants, and five bar and grill liquor licenses are available.

Recently, the City of Casper received a request from John Johnson to set aside two bar and grill liquor licenses for future projects that are in the preliminary stages. The proposal is to transfer the Retail Liquor License currently at Fire Rock Steak House to a proposed liquor store on the west side of town in the Mesa Development. He will also have a bar and grill with a new business next to the new liquor store. This would be a brand new building. He will then apply for a bar and grill license for Fire Rock Steakhouse. This is a new construction and will be operational in eighteen months.

Bar and grill licenses shall be subject to the provisions of Sections 5.08.310 and 5.08.330(D) to the same extent that those provisions are applicable to restaurant liquor licenses.

Financial Considerations

No Financial Considerations

Oversight/Project Responsibility

Carla Mills-Laatsch, Licensing Specialist

Attachments

Listing of Bar and Grills

Johnson Group attachments

**BAR & GRILL APRIL 1, 2019 - MARCH 31, 2020**

NO.	NAME	DBA	LOCATION
1	Sriphiboon, LLC	Dsasumo	320 West 1st Street
2	City of Casper/Unassigned		200 North David
3	OG of Casper, Inc.	The Olive Garden Italian Restaurant #1828	5070 East 2nd Street
4	Casper Dave's, LLC.	Wyoming Ale Works	5900 East 2nd Street
5	Johnny J's Bar & Grill, LLC.	J's Pub & Grill	3201 SW Wyoming Blvd
6	Screamin' Hot Wyoming, LLC.	Buffalo Wild Wings	5071 East 2nd Street
7	Ujvary Enterprises, LLC.	The Fort Saloon N'Eatery	500 West 'F' Street
8	Marco's Coal Fired Pizza, LLC.	Racca's Pizzeria Napoletana	430 South Ash Street
9	Moreno and Moreno, LLC	Guadalajara Mexican Restaurant	3350 CY Avenue
10	Marvin Piel Family, LLC ( <i>Parked</i> )	Marvin Piel	100 North Center Street
11	71 SE Wyoming Blvd, INC	The Horse Palace	71 SE Wyoming Blvd
12	City of Casper/Unassigned		200 North David
13	City of Casper/Unassigned		200 North David
14	City of Casper/Unassigned		200 North David
\$10,500/1st yr			
\$3,000/Renewal			



## JOHNSON RESTAURANT GROUP, INC

229 East 2nd St. Suite 200 (82601) | PO Box 50630 | Casper, WY 82605

PHONE 307.265.3029 | FAX 307.473.2909

November 1, 2019

Mayor Charles Powell

City Council Members Steve Freel, Ray Pacheco, Steve Cathey, Khrystyn Lutz, Bob Hopkins, Mike Huber, Shawn Johnson and Kenneth Bates

City Manager J. Carter Napier

Johnson Restaurant Group, Inc. and its affiliates have plans to open a Fuzzy's Taco Shop and a retail liquor store on the west side of Casper in the Mesa development on the east side of Wyoming Blvd.

We are purchasing the land on the Southeast corner of Talon Dr and Wyoming Blvd next to Mesa Primary Care. We plan to build a strip center to be occupied by Fuzzy's Taco Shop, Mesa Liquor and Wine and one tenant space for another business. Fuzzy's Taco Shop information is attached.

A site plan will be submitted to the City of Casper soon. A copy of the site plan is attached to this letter.

We plan to open Fuzzy's Taco Shop in the spring/summer of 2020 and the retail liquor store in the fall of 2020.

Before we continue with the architectural drawings and other pre-construction items, we are asking City Council to set aside two Bar and Grill licenses for this project. These licenses will be used as follows:

One Bar and Grill license for Casper Taco Shop, LLC dba Fuzzy's Taco Shop.

The second Bar and Grill license for FireRock Hospitality Group, LLC dba FireRock Steakhouse.

The FireRock Hospitality Group, LLC retail liquor license will be transferred to Mesa Liquor, LLC.

Fuzzy's Taco Shop and Mesa Liquor and Wine will employ approximately 50 people. Johnson Restaurant Group currently employs 373 people in Casper. We anticipate these two entities, when fully operational to generate \$250,000 in annual sales tax.





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Our intent is to have both businesses open within 18 months. We ask that the two Bar and Grill licenses be set aside for 18 months and if we have not used one or both of the licenses within that 18-month period any license not used will be released.

We hope City Council will see the benefits of this project to the City of Casper and will give us the assurance that two Bar and Grill licenses will be available when they are needed.

Thank you for your consideration of this request.

Respectively,

John D. Johnson  
President  
Johnson Restaurant Group, Inc.







#Myfuzzys



# BRAND BEGINNINGS



**The original Fuzzy's Taco Shop is on Berry Street in Fort Worth, Texas.** It was there that a glorious vision of taco heaven took hold in 2003: It would have frosty drinks. It would have good vibes. It would be the kind of place that you never want to leave. It would be a huge, craving-inducing success.



**Fuzzy's earned a cult-like following, and that first location turned into nearly 150 across the country.** Today, people bring their dogs, party on our patios and feel the festive love every time they walk into a Fuzzy's. And with locations popping up nationwide, our Baja tacos, famous chips and queso, and frozen margaritas are always within reach. Which is reason enough to celebrate with some, as far as we're concerned.







# SITE CRITERIA

## THE IDEAL SITE WILL HAVE:

- 3000-4500 s.f. endcap lease space with patio or space and approval to add a patio
- Street frontage
- Ample parking
- Great visibility & access



If the site is below 3000 s.f., an all-weather (covered) patio is critical to achieve adequate seating. Zoning and other restrictions must not prohibit or limit the sale of alcohol or breakfast and late-night operations.



# INTERIOR





# MENU

## GET IT STARTED

**Our Famous Chips & Queso** (900 cal)  
with Chorizo (1080 cal) or Ground Beef (1020 cal)  
**Chips & Fire-Roasted Salsa** (660 cal)  
**Chips & Guacamole** (850 cal)  
**Jalapeño Bottlecaps** (780 cal)

### Drunken Pig

Borracho beans, spicy pork, pico de gallo, chips & cheese.

## BIG BOWLED SALADS

Lettuce mix, tomatoes, onions, shredded cheese, feta, cilantro & tortilla strips.

**Shredded Chicken** (420 cal)  
**Fajita Chicken** (410 cal)  
**Fajita Beef** (440 cal)  
**Shredded Brisket** (480 cal)  
**Shrimp Grilled • Tempura** (400/680 cal)  
**Grilled Mahi** (410 cal)  
**Tempura Fish** (730 cal)  
**Grilled Veggie** (340 cal)

Dressings: Buttermilk Ranch, House Vinaigrette, Avocado Ranch, Creamy Sriracha, Fire-Roasted Salsa (50-360 cal)

## Baja Tortilla Soup

## LOADED NACHOS

Piled high with shredded cheese, queso, feta, pico de gallo & garlic sauce.

**Shredded Chicken** (1260 cal)  
**Fajita Chicken** (1250 cal)  
**Fajita Beef** (1280 cal)  
**Shredded Brisket** (1320 cal)  
**Seasoned Ground Beef** (1340 cal)  
**Spicy Pork** (1300 cal)

## BOSS BURRITOS

Stuffed with cilantro-lime rice, black beans, guacamole, shredded cheese, tomatoes, onions & garlic sauce.

**Shredded Chicken** (850 cal)  
**Shredded Brisket** (910 cal)  
**Fajita Chicken** (840 cal)  
**Fajita Beef** (870 cal)  
**Grilled Mahi** (850 cal)  
**Tempura Fish** (1170 cal)  
**Shrimp Grilled • Tempura** (830/1120 cal)  
**Seasoned Ground Beef** (930 cal)  
**Spicy Pork** (890 cal)

### Ask to Smother It!

Queso, Beef Enchilada Sauce, Fire-Roasted Salsa, Green Enchilada Sauce (50-190 cal)

## DIGGABLE BURRITO BOWLS

Lettuce, cilantro-lime rice and black beans, topped with guacamole, shredded cheese, pico de gallo & cilantro.

**Fajita Chicken** with fire-roasted salsa (590 cal)  
**Fajita Beef** with spicy chimichurri sauce (670 cal)  
**Fajita Veggies** with spicy chimichurri sauce (510 cal)

## LEGIT QUESADILLAS

Filled with shredded cheese, pico de gallo & garlic sauce. Served with pico de gallo & sour cream.

**Shredded Chicken** (1010 cal)  
**Shredded Brisket** (1070 cal)  
**Fajita Chicken** (1000 cal)  
**Fajita Beef** (1030 cal)  
**Grilled Shrimp** (1020 cal)  
**Spicy Pork** (910 cal)

## BREAKFAST WHENEVER

TACO BURRITO

**Egg & Cheese\*** (300/800 cal)  
**Potato, Egg & Cheese\*** (350/950 cal)  
**Bacon, Egg & Cheese\*** (440/1050 cal)  
**Bacon, Potato, Egg & Cheese\*** (490/1230 cal)  
**Chorizo, Egg & Cheese\*** (390/990 cal)  
**Chorizo, Potato, Egg & Cheese\*** (440/1140 cal)  
**Shrimp, Egg & Cheese\*** (370/940 cal)

## BREAKFAST FAVES

Served with refried beans, Latin-fried potatoes, two flour tortillas & salsa verde.

**Huevos Rancheros\*** (1040 cal)  
Two fried eggs, tomatoes, jalapeños, onions & fire-roasted salsa.  
**Migas\*** (1160 cal)  
Scrambled eggs, chorizo, pico de gallo & tortilla strips.  
**Chilaquiles\* Chicken • Beef** (1160/1210 cal)  
Scrambled eggs, pico de gallo, tortilla strips & shredded cheese.  
**Breakfast Taco Plate\*** (1100-1480 cal)  
Choose any two breakfast tacos.  
Additional charge for fajita meat or seafood.  
Does not include additional flour tortillas & salsa verde.

## KID STUFF

Includes drink and snack.

**Cheese Nachos** (630-930 cal)  
**Cheeseburger Quesadilla** (620-1030 cal)  
Ground beef & cheese with queso or ranch dip.  
**Kid Taco Plate** (480-910 cal)  
One crispy ground beef taco + one side.  
**Chicken Sticks** (680-1210 cal)  
Served with queso or ranch dip + one side.

### \*FUZZY'S FAVORITE

## BAJAWESOME TACOS

Soft corn tortilla with lettuce, tomatoes, shredded cheese, cilantro, feta & garlic sauce.

**Shrimp Grilled • Tempura** (240/380 cal)  
**Grilled Mahi** (240 cal)  
**Tempura Fish** (410 cal)  
**Shredded Chicken** (220 cal)  
**Shredded Brisket** (240 cal)  
**Fajita Chicken** (240 cal)  
**Fajita Beef** (260 cal)  
**Seasoned Ground Beef** (240 cal)  
**Spicy Pork** (220 cal)  
**Grilled Veggie** (210 cal)

### California Heat

Grilled or tempura shrimp, bacon, avocado, cheese, pico de gallo, feta & smothered lime sauce on a flour tortilla.

## MEX IT UP PLATES

Includes two sides. Additional charge for fajita meat or seafood.

### Taco Plate

Choose any two items.

**Enchilada Plate** (840-1250 cal)  
Choose any two – chicken, beef, grilled shrimp, pork, veggie or cheese.  
**Combo Plate** (790-1510 cal)  
Choose one taco + one enchilada.  
**Fajita Beef Plate** (1060-1300 cal)  
**Fajita Chicken Plate** (1010-1260 cal)  
**Fajita Shrimp Plate** (1000-1240 cal)

## CHILL DRINKS



**Regular Cup** (0-360 cal)  
**Souvenir Cup** (0-480 cal)  
Forever Refills  
**Bottled Water** (0 cal)  
**Coffee** (0 cal)

## THE HARD STUFF

**Frozen House Margarita**  
**Rocks House Margarita**  
**Coronita Beerita**

ASK ABOUT OUR FULL MENU OF COCKTAILS, BEER & WINE

## SIDE VIBES

**Refried Beans** (260 cal)  
**Black Beans** (160 cal)  
**Borracho Beans** (130 cal)  
**Mix-Mex Rice** (210 cal)  
**Cilantro-Lime Rice** (170 cal)  
**Latin-Fried Potatoes** (240 cal)

## SWEET TALK

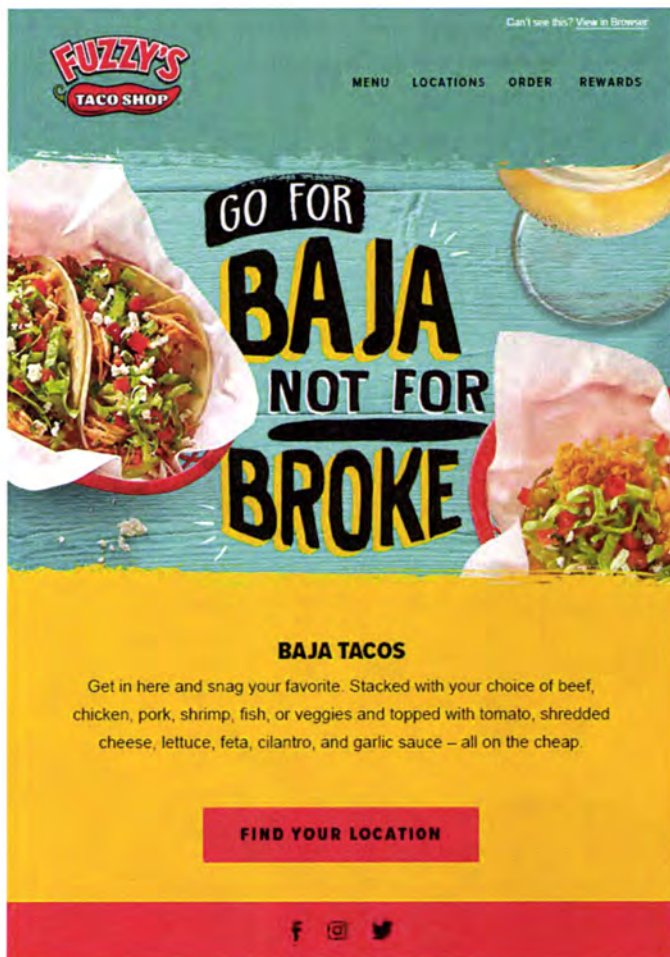
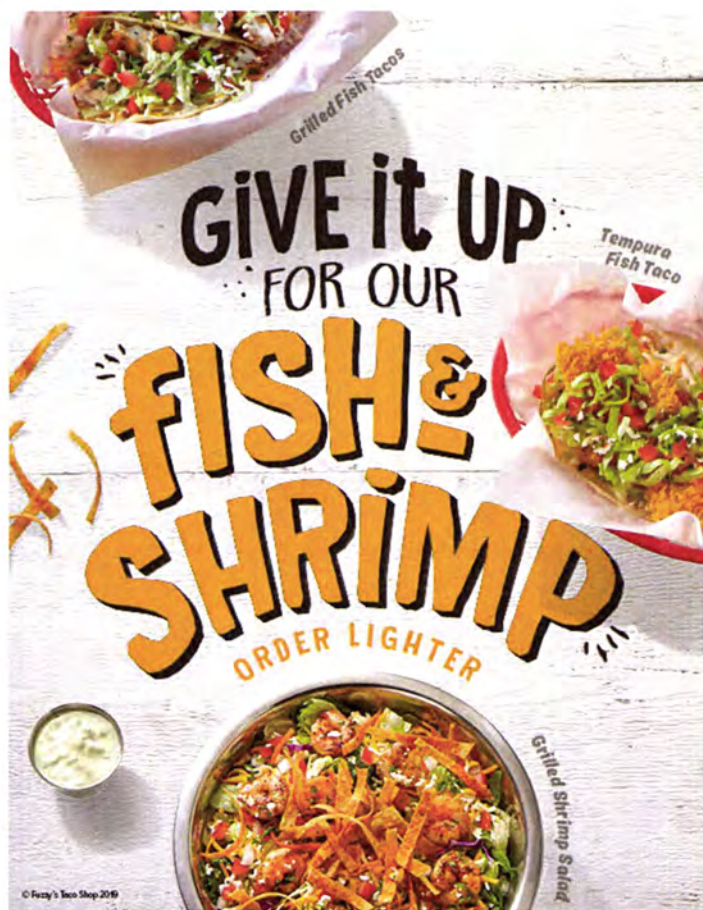
**Sopapilla Bites** with icing (510 cal)  
**Oreo® Churros** (660 cal)  
**Cinnamon-Sugar Churros** (410 cal)

\*These items contain or may contain raw or undercooked ingredients. Consuming raw or undercooked meats, poultry, seafood, shellfish, or eggs may increase your risk of foodborne illness, especially if you have certain medical conditions. 2,000 calories a day is used for general nutrition advice, but calorie needs may vary. Additional nutritional information available upon request.





# BRANDING







# BAJA LIFE

**To laid-back locals who**  
GO WITH THE FLOW, NOT THE CROWD  
**Fuzzy's is the taco place**  
WHERE MEXICAN FAVES WITH A  
SPLASH OF BAJA CHILL ON THE CHEAP.





# PUBLIC RELATIONS

CLICK IMAGE TO READ THE FULL ARTICLE

CISION  
PR Newswire

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## Fuzzy's Taco Shop Offers \$1 Tacos for National Taco Day

FORT WORTH, Texas, Oct. 2, 2018 /PRNewswire/ -- Fuzzy's Taco Shop, the Baja-style taco joint founded near the TCU college campus in 2003, will offer \$1 tacos all day on Thursday, October 4<sup>th</sup> in celebration of National Taco Day.

From open to close, diners can enjoy an endless amount of \$1 tacos. The selection even



CISION  
PR Newswire

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## Fuzzy's Taco Shop Adds Roasted Corn to Fall Menu

FORT WORTH, Texas, Oct. 9, 2018 /PRNewswire/ -- Sweet mother of cob. Fuzzy's Taco Shop, the Baja-style taco joint founded near the TCU college campus in 2003, is calling all "Cornivores" as it introduces a fall fave to the menu - roasted corn.

It's "Cornutopia" at Fuzzy's Taco Shop from October 8 - November 18, featuring three new menu items with roasted golden corn. Try 'em all for shucks and giggles but remember, they're only around for a limited time.



Nations  
Restaurant News

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2018 Top 200: 10 chains leading in franchised unit growth  
Jul 31, 2018

1 / 10



## 10. Fuzzy's Taco Shop



27.0% year-over-year increase in franchised units

QSR

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## Fuzzy's Taco Shop Reveals National Margarita Day Deal

INDUSTRY NEWS FEBRUARY 20, 2019



Fuzzy's Taco Shop, the fast-casual Baja-style Mexican restaurant chain, is celebrating National Margarita Day with \$2.00 12-ounce Fuzzy's House Margaritas on Friday, February 22 at its nearly 150 locations throughout the U.S.

"Fuz,  
Baja  
chilli  
Shop  
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QSR

[Read More >](#)

## Fuzzy's Taco Shop Expands, Surpasses 150 Locations

INDUSTRY NEWS FEBRUARY 8, 2019

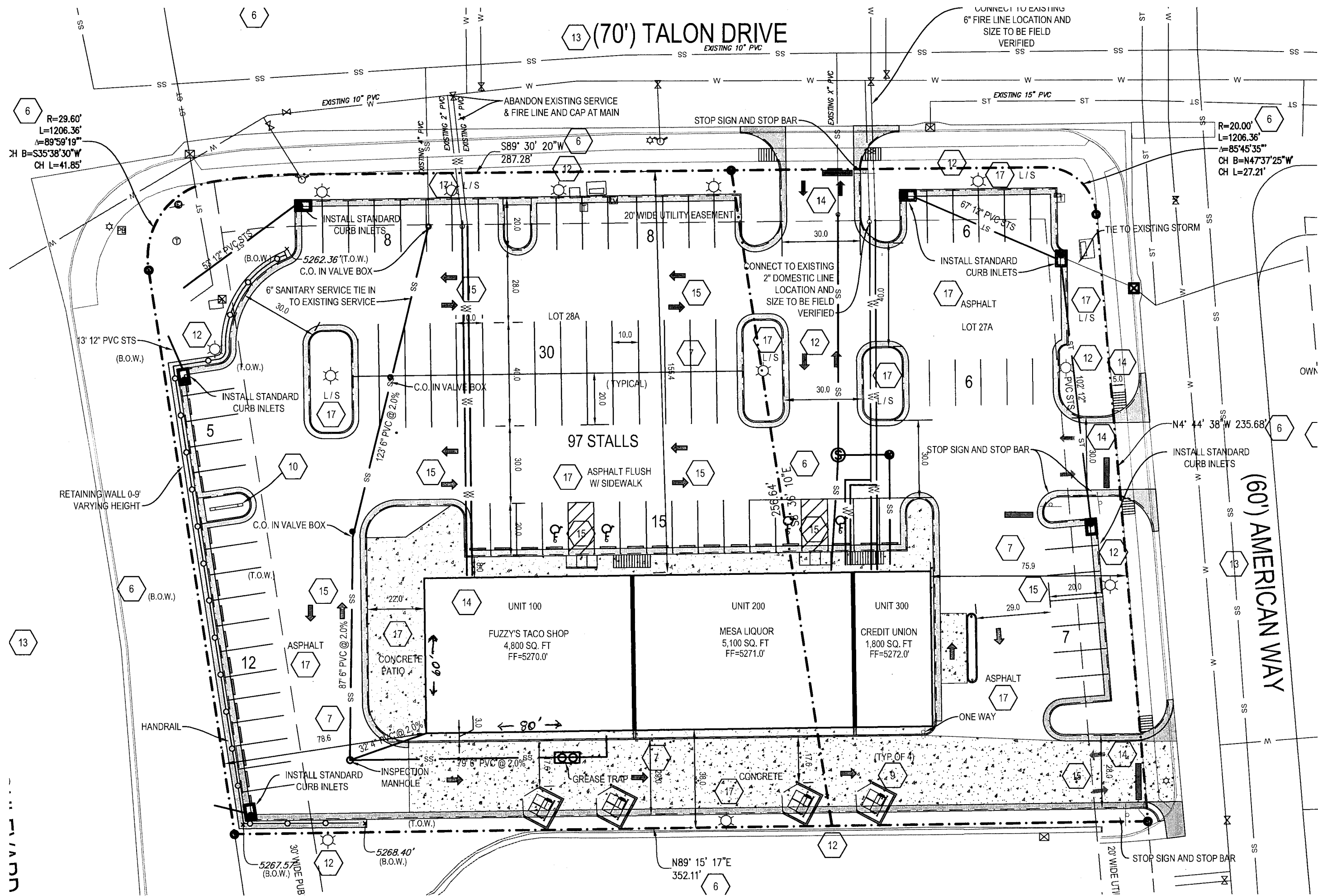


Fuzzy's Taco Shop

Founded in 2003 near the Texas Christian University campus in Fort Worth.

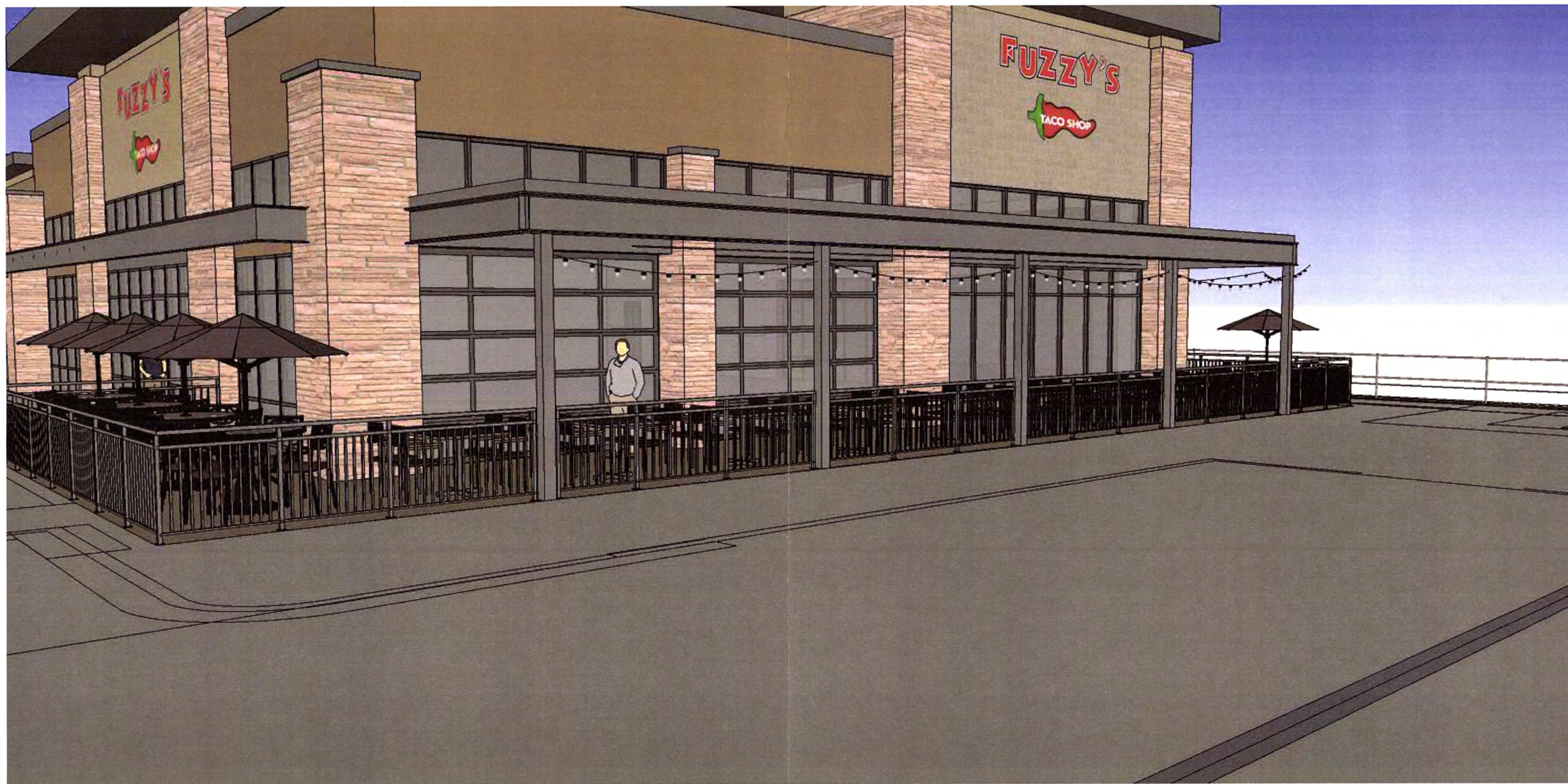
Fuzzy's Taco Shop is expanding its presence in Colorado, Florida, North Carolina, and Texas. The openings mark the latest milestone on the brand's growth trajectory, surpassing 150 corporate- and franchise-owned locations in 16 states.














October 30, 2019

MEMO TO: J. Carter Napier, City Manager   
FROM: Tim Cortez, Director of Parks and Recreation  
Randy Norvelle, Parks Manager  
SUBJECT: Golf Professional RFP

Meeting Type & Date  
Council Pre-Meeting  
November 5, 2019

Action type  
Information Only

Recommendation

To issue a request for proposals (RFP) concerning the golf professional contract at Casper Municipal Golf Course.

Summary

As of November 1, 2019, the current contract with the golf professional, Gary Marsh, has expired. Gary Marsh has been the contracted golf professional since 1979 but has recently told the Leisure Services Board and staff that he will not be returning.

The golf professional is an essential function of any golf course. The professional maintains schedules, directs course play, offers lessons, sells merchandise, and is the main point of contact for our golf course. As a result, staff wishes to maintain the position in a contractual nature.

As approved by Council, staff would like to issue a request for proposals (RFP) along with a sample contract to clearly show prospective candidates the City of Casper's requirements and expectations. Some of the elements of the RFP include enhanced transparency of all income streams within the golf shop and the ancillary functions it provides. This also includes clear auditing procedures.

Another element is to clearly delineate what the golf professional would provide in the way of services and conversely, what the City of Casper provides to the overall golf course operation. For instance, the City will continue to provide for all golf course maintenance through the City staff located at the course. Customer service expectations are also a component to ensure the citizens are receiving the service they can expect at any City facility as well as those specific to the golf industry.

Furthermore, the RFP requires the candidate to clearly announce what percentages the golf professional expects on each revenue stream of the operation. This element ties back to the transparency requirement to make sure all revenue streams are reported on a monthly basis, even if the golf professional receives 100% of the proceeds. For example, golf lessons are a revenue source golf professionals retain most if not all of.

Another component to the future contract would be determining the length. Traditionally, the term has been an annual contract with the option to renew annually for up to five years. The current contract will allow a renewal up to three years. A shorter contract length will allow staff and the golf professional to weigh the revenue, customer service, and overall contractual arrangement on a more frequent basis to ensure the citizens are receiving the best value and golf experience possible.

Our goal is to identify our golf professional by the end of the calendar year.

Financial Considerations

None.

Oversight/Project Responsibility

Tim Cortez, Director of Parks and Recreation  
Randy Norvelle, Parks Manager

Attachments

Request for Proposals for the Golf Professional



CITY OF CASPER  
CASPER, WYOMING

## REQUEST FOR PROPOSAL

### CASPER MUNICIPAL GOLF COURSE GOLF PROFESSIONAL SERVICES

The City of Casper, Wyoming, Parks and Recreation Department, Parks Division will accept proposals until 4:00 p.m., December 13, 2019, for Golf Professional Services for the Casper Municipal Golf Course. One electronic copy or one hard copy of the proposal shall be submitted to the following individual and address, by the above noted deadline.

Tim Cortez, Parks and Recreation Director  
City of Casper, Parks and Recreation Department  
1800 E K Street  
Casper, Wyoming 82601  
(307)235-8283  
[tcortez@casperwy.gov](mailto:tcortez@casperwy.gov)

The Request for Proposals, Project Summary, and the Scope of Service information for this project are available from the above noted individual, and/or office.

Proposals will be evaluated on the thoroughness of the individual's or business's response to this request, the experience of the proposed staff, ability to comply with all requirements, procurement of proper insurance, etc. Certain businesses or individuals may be selected for personal interviews based on the City's evaluation of the proposals and a final selection made. The successful Responder should be prepared to assume responsibilities February 1, 2020.

Proposals received after the above deadline will be returned to the respective business or individual unopened. If there are any questions regarding any part of this Request for Proposal, the questions shall be directed to: Tim Cortez, Parks and Recreation Director, (307) 235-8361, [tcortez@casperwy.gov](mailto:tcortez@casperwy.gov), 1800 E K Street Casper, Wyoming, 82601; mailed proposals shall be addressed to the same. All methods of delivery are subject to the same deadline date.

Publish:





City of Casper

Request for Proposals (RFP)

Casper Municipal Golf Course  
Golf Professional Services

Submission Due Date:

December 13, 2019

By

4:00 p.m.

Proposal Contact:

Tim Cortez

Parks & Recreation

Director

1800 E K Street

Casper, WY 82601

Phone: 307.235.8361

Email: [tcortez@casperwy.gov](mailto:tcortez@casperwy.gov)

CITY OF CASPER  
REQUEST FOR PROPOSAL  
GOLF PROFESSIONAL

The City of Casper is seeking proposals for an Independent Contractor to serve as Golf Professional at the City owned Casper Municipal Golf Course. The current contract with the current professional is due to expire in November 2019.

Proposals must be submitted in a sealed envelope to City of Casper, Parks Office, 1800 E K Street, Casper, WY 82601 4:00 p.m., December 13, 2019.

**I. Course Information**

Casper Municipal Golf Course, Casper's public 27-hole golf course, opened in 1929 with sand greens as putting surfaces. In 1953, the greens were changed to bentgrass. In 1973, a rerouting of holes designed by Golf Course Architect Robert Muir Graves was conducted. In 1996, The Links Course, an additional 9 holes designed by Golf Course Architect Keith Foster, was added to the Park and Highlands Courses. The course has a full service golf shop, a full service restaurant, a driving range, a practice green and a pitching practice area. The restaurant facilities are also available for tournaments and private events.

During the 2017 and 2018 seasons more than thirty thousand (30,000) rounds of golf were played at the Casper Municipal Golf Course each year. The Golf Shop at the course runs from at least March 1<sup>st</sup> through November 1<sup>st</sup> of each year depending upon weather conditions. Revenues for the course for the last three years were as follows:

	Season Pass	Green Fees	Cart fees
2016	\$271,250	\$284,221	\$189,015
2017	\$241,900	\$264,367	\$177,225
2018	\$228,500	\$295,732	\$190,646

**II. Scope of Services and Duties**

- Responsible for collection and reporting of all fees (greens fees, cart rentals, season passes, and driving range fees). Account for monies collected and paid over to the City on a daily basis.
- Assist the Men's and Women's Associations to insure active and successful golf programs.
- Coordinate all tournaments held at Casper Municipal Golf Course.
- Develop a cooperative atmosphere between golf operations and maintenance staff.
- Provide a golf instruction program for any golfer seeking lessons.
- Maintain an instructional and competitive program for junior golfers.
- Select, train and provide daily supervision staff and volunteers providing golf services.
- Reports problems, incidents and accidents on the golf course to the City.
- Maintain a current, marketable, up-to-date, and high quality inventory of golf related equipment, clothing apparel, and other merchandise.
- Maintain the Golf Shop in a clean and orderly condition. (The City shall provide utilities).
- Maintain golf cart rental fleet in a clean and operable condition.



- Assist with periodic building inspections.
- Work closely with department staff, restaurant staff, and website manager.
- Ensures that the inside of the Golf shop and the surrounding grounds are kept clean and in good repair
- The Contractor will agree to keep the golf shop open and attended during all playable hours of each day.
- The Contractor shall be at the Golf Course six (6) days per week. In the event the Contractor is unable to be at the Golf Course, he/she shall notify the Director of Parks and Recreation.
- The Golf Shop shall be operated from at least March 1<sup>st</sup> through November 1<sup>st</sup>. These dates are flexible depending on weather conditions.

### **III. General Criteria for Evaluating Qualifications**

#### **1) Qualifications and Experience**

- Current P.G.A. Professional is preferred, but a proven ability to obtain certification within one year is acceptable
- Must possess skills and expertise necessary to manage a full service Golf Shop.
- Outstanding written, verbal and non-verbal interpersonal communication skills.
- Experience in managing a golf course.
- Ability to both attract and retain members and players to the Casper Municipal Golf Course.
- Strong business skills with an ability to generate and maximize profits. This includes the ability to initiate and provide programs and services that will generate additional revenues.
- Successful history of attracting and running golf tournaments including marketing and promotion, rules of golf and interpretation and maximizing the golf experience for tournament participants.
- Experience with Junior Golf Programs.

#### **2) Employment History and References**

Please provide a resume of work history including the names of other golf courses that you have worked for in the past. Also, please submit one personal and three professional references with your proposal.

#### **3) Cost**

In addition to a business proposal, the Contractor shall prepare a detailed cost proposal. The proposal shall include all expected revenue sources and the Contractor's proposed percentage. The contractor shall provide a detailed breakdown, at a minimum, of the following revenues:

- Green fees
- Season passes
- Cart rentals
- Driving range
- Locker rentals
- Golf Shop merchandise
- U.S.G.A. handicap fees

### **IV. Interviews**

Eligible proposals shall be reviewed and may require the Contractor to appear before a selection committee for an interview.



## **V. Schedule of Performance of Service and Duties.**

The Contractor shall perform the services and duties at such time and in such sequence as may be directed by the City.

The duration of the contract between the City and the Contractor shall be three (3) years.

The City reserves the right to terminate the Agreement with the Contractor for just cause upon thirty (30) days' notice. Similarly the Contractor shall be required to provide thirty (30) days written notice in the event he/she intends to terminate the contract.

## **VI. Compensation, Fees and Exclusive Use**

The City shall compensate the Contractor for his/her services in the amount agreed upon by the City and the Contractor. This compensation will constitute full and complete payment to the Contractor. The Contractor shall be responsible for all other fees and expenses associated with the work, including any local, state and federal taxes.

The Contractor will submit a report of collected fees to the city on a monthly basis. The report will serve as the basis for the monthly Golf Pro reimbursement rate. Payment will be made within forty five (45) days of monthly report submission.

The Contractor's relationship with the City is that of an Independent Contractor and no fringe benefits are associated with the contract.

The Contractor shall have the exclusive right to sell golf merchandise at the course. During the golfing season, the Contractor shall maintain a current, marketable, up-to-date and high quality inventory of golf related equipment, clothing apparel, and all other golf merchandise including, but not limited to golf balls, gloves, tees, ball markers, and related supplies and maintain such an inventory for pro shop operations keeping with customer demand and needs.

It shall be expressly understood that the Contractor shall pay for all merchandise in his/her own name. The City shall provide a point of sale system, and its maintenance, for the Golf Shop.

## **VII. Insurance**

Prior to commencement of work, Contractor shall procure, and at all times thereafter maintain, with insurer, insurance acceptable to the City, which is generally summarized as follows:

	<u>LIMITS</u>
A. Worker's Compensation	Statutory (Wyoming)
B. Comprehensive General Liability	\$250,000 per occurrence/ \$500,000 aggregate
C. Professional Liability	\$250,000 per occurrence/ \$500,000 aggregate
D. Automobile Liability	\$500,000

Contractor shall provide the City with certificates evidencing such insurance as outlined above prior to beginning any work under this agreement. Such certificates shall provide the thirty (30) days advance written notice to the City of cancellation, material change, reduction of coverage, or non-renewal, and shall list the City of Casper and its employees as an additional insured.

For Comprehensive Liability, Contractor shall provide the City with copies of insurance policies and/or

policy endorsements listing the "City of Casper, its City Council, City Manager, officers, employees, agents, volunteers, and sub-contractors" as an additional insured.

#### **VIII. Terms and Conditions**

The City may, from time to time, request changes in the scope of services of the Contractor to be performed hereunder. Such changes, including any increase or decrease in the amount of the Contractor's compensation, which are mutually agreed upon by and between the City and the Contractor, shall be incorporated in written amendments executed by both parties to the contract.

The Contractor shall not discriminate against any worker, employee or applicant or any member of the public because of race, color, religion, age, sex, marital status, national origin, mental or physical disability, including, but not limited to, blindness, unless it is shown by the Contractor that such disability prevents performance of the work involved, in any matter prohibited by the laws of the United States or the State of Wyoming, nor otherwise commit an unfair employment practice. The Contractor agrees that this clause will be incorporated in all contracts entered into by him with suppliers of materials or services, contractors and subcontractors who may perform any labor or services in connection with the Contract.

#### **VIII. Special Provisions**

The City reserves the right to reject any and all proposals and to waive any informalities. The Responders shall be responsible and responsive to the City in its requirements within the scope of this proposal and shall confer with and be guided by the directive of the City through the office of the City Manager, or his designated representative. The Responders shall attend any special meetings with the City Manager, or City Staff, relating to questions, performance or negotiations concerning this proposal.

In the event that it becomes necessary to revise this RFP, an addendum to this RFP will be provided to each Responder. The City reserves the right to change submission date(s) for any reason, including an addendum or supplement to the RFP. Late proposals will not be accepted. It is the responsibility of the Responder to ensure that the Proposal arrives prior to 4:00 p.m., December 13, 2019.

I have read, understand, and will comply with all of the conditions of this RFP, as it applies to my company responsibilities, as described in the above proposal information.

Authorized Individual Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Print Above Name: \_\_\_\_\_

Individual/Company Name: \_\_\_\_\_

Email Address: \_\_\_\_\_

Address (Street and/or P.O. Box): \_\_\_\_\_

\_\_\_\_\_  
City State ZIP Telephone



# Exhibit A: Casper Municipal Golf Course Score Card

**STRUCTURAL FABRICATION • STEEL SUPPLIER**  
**PEPPER TANK AND**  
**CONTRACTING CO.**  
 P.O. Box 1469 • 1801 W. Yellowstone Hwy.  
 Casper, Wyoming 82602  
 Phone: (307) 234-3533 • Fax: (307) 237-1204

**HATSIX**  
 TRAVEL CENTER

**Schlotsky's**  
 GOLF RETAIL

**HOCH'S**  
 Exit 182 off I-25  
 307-234-0504  
 hatsixtravelcenter.com

**CASPER MUNICIPAL GOLF COURSE**  
 A DIVISION OF CASPER PARKS DEPARTMENT  
 PRO SHOP 307-233-6620

**U.S.G.A. Rules Govern**  
 Out of bounds defined by white stakes and property line fences.  
 Out of bounds: #4 & #6 on Highlands and #6 & #7 on  
 Links inside golf course.  
 Cart Paths: Free drop no nearer the hole.

**Golf Etiquette**  
 Please replace all divots and repair all marks on greens.  
 Register before play.  
 All players must have clubs and bag.

<b>HIGHLANDS / PARK TEES</b>	Blue 69.1/115	White 67.8/112	Red 70.5/121
<b>PARK / LINKS TEES</b>	Blue 69.4/115	White 66.9/110	Red 69.7/116
<b>HIGHLANDS / LINKS TEES</b>	Blue 70.5/118	White 67.3/110	Red 70.8/121

**MI SWACO**  
 A Schlumberger Company

5675 W. Chapman Place  
 Casper, WY 82604  
**307-472-7257**  
[www.slb.com](http://www.slb.com)

**MainStay Suites**  
 CHOICE  
 HOTELS

**Live Like Home**  
 551 Granite Peak Drive  
 Casper, WY 82609  
**307.472.7829**

**CASPER MUNICIPAL GOLF COURSE**  
 A DIVISION OF CASPER PARKS DEPARTMENT  
 PRO SHOP 307-233-6620

**GCSAA**  
 JASON OSTLUND  
 Golf Course Superintendent

**GARY MARSH**  
 P.G.A. Golf Professional

**CASPER MUNICIPAL GOLF COURSE**  
 2120 Allendale Blvd.  
 Casper, Wyoming  
 (307) 233-6620



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