REQUEST FOR PROPOSALS

CITY OF CASPER

MANAGEMENT OF

LIFESTEPS CAMPUS

Sealed bids must be submitted to the Housing & Community Development Division, City of Casper, Room 203, 200 North David Street, Casper, WY 82601

No Later than 9 AM,

Tuesday, September 30, 2014

Executive Summary:

The City of Casper owns and currently operates LifeSteps Campus (the "Campus"), a multifunctional facility that provides office or housing space to private nonprofit and for profit organizations that provide housing and/or supportive services to difficult to house populations such as homeless persons/families. The facility consists of several buildings located on approximately six (6) acres.

Originally, the property was donated by the City of Casper to the State of Wyoming for its state orphanage. In the mid-1990's, the State returned the property to the City. Through a Request for Proposal (RFP) process, the Casper Housing Authority contracted with the City and assumed full management responsibilities. In November 2006, the Housing Authority returned management back to the City of Casper. The City's Housing and Community Development Division handled property management obligations from 2006-2011, when The Community Action Partnership of Natrona County was awarded a three (3) year contract for Professional Services in response to another RFP process. The contract is now up for renewal.

- The goals for the LifeSteps Campus include: Maintain the Council goals for the Campus as a cluster of related social service agencies serving low income, homeless and the "hard to house".
- Ensure that space that becomes available be held for not-for-profit social service agencies that complement the goals of the Campus.
- Implement a lease rate policy that will cover expenses for operations and utility costs on the Campus.
- Facilitate on-Campus classes, workshops and activities to benefit tenants.

The City of Casper has received serious interest from some nonprofit organizations to assume management responsibilities of the Campus. As a result, this RFP has been developed in order to assess management capacity of interested parties and to ensure the long term use of the Campus.

Background:

The transition of the facility from the State's orphanage, to a treatment center for children in need of supervision (CHINS) to LifeSteps Campus is an interesting journey. Sometime in the early/mid 1980's, the orphanage was closed but replaced with housing and services for children in need of supervision (CHINS) and the facility was renamed the Youth Treatment Center (YTC). By the early 1990's the State determined children living in the YTC should be moved to their home communities to receive community based services.

In late 1995, the City of Casper obtained ownership of the former YTC at 1514 East 12th Street from the State. The location of the facility provided the City with an opportunity for future expansion of the cemetery. There were a number of buildings on the facility that still had useful life. When the City took possession of the property, it had neither the immediate need for the land nor the desire to demolish useful buildings. The City offered the use of the property to nonprofit organizations that provided services to homeless persons and families at

a centralized location. Seeing the need for property management, several private and nonprofit organizations made a bid; however, when a consortium of agencies led by the Casper Housing Authority (CHA) expressed a strong interest in the concept of developing a centralized service delivery point, the CHA was given the contract to manage the property.

On September 25, 1996, the City of Casper entered into a lease agreement with the CHA to lease the property for $1 per year. The CHA sought and obtained funding from a variety of sources to rehabilitate many of the buildings. Thus LifeSteps Campus was "born." This arrangement was in place until November 1, 2006, when the CHA returned the Campus back to the City of Casper. Since that time, the City has accomplished the following activities with the property:

- Installed a new fire suppression system - Building E.
- Installed a new fire suppression system - Building H (2012)
- Installed a kitchen in lower level of Building E and repurposed space to allow for better use by the Transitional Housing Program.
- Updated and remodeled the kitchen/dining area, common room and bedrooms in Building H, including new appliances, carpeting, wall and ceiling materials (2014)
- Updated bathrooms, installed new windows, doors, water heater - Building B (2012)
- Installed new flooring in the entryway and hallways - Building B (2014)Installed telephone system and ADA ramp - Building E (2012)
- Repaired boiler pipes & plumbing, installed new carpet, performed asbestos abatement - Building F (2012)
- Roof replaced, asbestos testing performed in utility room - Building K (2012)
- Repaired or replaced smoke detectors and emergency lights throughout the Campus.
- Installed new Campus internet service (2013)
- Established working relationships with vendors/services to maintain a consistent approach to any repairs.
- Developed a consistent rent rate per square foot that covers operational and maintenance costs but still provides an affordable rental rate to tenants.
- Completed Task Force and implementing recommendations as pertaining to vacancy and space use.
- Installed a new boiler - Building E ($100,000).
- Installed a new boiler - Building C (2012)

Facility:

Building Use and Occupancy:

The following is a list of current tenants at LifeSteps Campus:

Bldg A — Vacant modular unit. Planned for removal or demolition due to overly excessive requirements needed to bring it up-to-code.

Bldg B — Wilson Building – permanent housing for families or individuals earning less than 50% of area median income. Property managed by Wyoming Housing Network.

Bldg C — Currently vacant. A tentative housing program is planned for October 2014 with tenants occupying units.

Bldg D — Residential space. Vacant as of 7/2014. Was occupied as a group home program previously.

Bldg E — (a) Main Floor – north wing - Transitional Housing Program for families operated by Community Action Partnership of Natrona County (CAP).

(b) Main Floor – south wing – Early Head Start Program.

(c) 2nd Floor – north wing – 12th Street Clinic (homeless health care) operated by Community Action Program of Natrona County.

(d) 2nd Floor – south wing – vacant

(e) Lower Level (1 room) -- ABE/GED program operated by Casper College

(f) Lower Level – Kitchen/lounge, laundry, and 2 rooms for Transitional Housing Program

(g) Lower Level – south wing, Even Start Program

Bldg F — (a) Main Level – Transitional Housing, 12 residential units

(b)Basement – Vacant since 2011. Multi-use possible.

Bldg G — Ground level used for parking, lower level garages used for storage by Transitional Housing Program

Bldg H	Currently Vacant – designed for residential use. Tentative housing program planned. 4 bedrooms and common area.
Bldg K	Dining hall/kitchen area -- food preparation for Early Head Start. Dining area sometimes used for meetings
Bldg L	Gymnasium

Grounds' Condition:

A new underground sprinkler system was installed in 2004. The City's Parks Division winterizes the system and turns it on in the spring. The Parks' Division can be consulted with to provide specific tree management services.

Traffic is directed in a one way pattern to go west around the back of Buildings B, K, E, and F and then proceeds south on the former walkway past the front of Buildings E, L, and C to exit back onto the parking lot.

There are seventy (70) identified parking spaces on the Campus. The inventory does not include parking spaces in the lot to the east of Building D other than the 3 designated spaces or parking area found on the lower level of the garage area, just behind Building E. Twenty-one (21) of the spaces have been reserved for specific tenants. The floor of the former garage, behind Building E, has been established as two hour client parking to minimize the walking distance particularly for clinic patients. Yellow curb paint has been applied by the City's Streets' Division to discourage parking in areas that may block access by any emergency vehicles. Drop off zones have been designated on the west side of Building E. Parking spaces for persons with handicaps are also found in the same general area. There is a designated handicapped parking space in front of Building C. Parking on grassy areas is strictly prohibited.

It is the responsibility of Property Management to contract out or have Program Management staff establish guidelines and keep all grounds clean, safe, and well maintained year-round. This includes but is not limited to, well mowed and trimmed grass and foliage in good weather, and sidewalks cleared and sprinkled with an ice melting agent and roads cleared in bad weather.

Utilities:

The City provides water, sewer and trash services, Source Gas provides gas for heating and hot water, Rocky Mountain Power provides electrical service all of which are paid for by LifeSteps Campus Property Management. Building A, B and H have individual meters for electricity. Building H is heated with electricity. All of the other buildings are on the same electrical and gas meter. City staff explored the possibility of getting separate metering for each of the spaces; however, the cost is prohibitive.

Maintenance:

LifeSteps Campus Property Management currently hires a cleaning agency on a monthly basis to clean common areas regularly.

Other maintenance such as electrical, plumbing, heating, or construction repairs are done through private vendors.

Attachments:

- List of current tenants, rents paid, and lease schedule
- Map of campus

Scope of Proposal:

City Council has authorized the Community Development Department/Housing and Community Development Division to prepare a Request for Proposals for the management and day-to-day operational oversight of LifeSteps Campus, located at 1514 East 12th Street. Components of the proposal shall address the following items:

- Detailed proposed program plan for the use of the campus by individual building.
- Explanation of how existing vacant space on the campus will be utilized.
- Anticipated impacts of the proposed program plan on current tenants.
- Management expertise, both programmatic and facility, of the leadership team.
- Proposed budget for facility operations.
- Note: Building B, the Wilson School is not to be included in this proposal. The City has a current contract with a managing agency and anticipates retaining that relationship for the near future.

Terms of Management:

- Successful respondent will retain rents from all tenants except Building B.
- Successful respondent will be responsible for all maintenance and day-to-day operations of the Campus up to $1,000.00 per occurrence. The section should address how the successful respondent will carry out the following:
    - Maintaining major systems such as boilers, HVAC, elevator, fire suppression system, alarm system, etc.
    - Addressing plumbing, electrical, heating, cooling, and other such repairs (up to $1,000.00 per occurrence).
    - Maintaining a safe and aesthetically pleasing interior and exterior atmosphere.
    - Level of maintenance and repair costs respondent would assume before requesting assistance from City.
    - Leasing practices with any agency leasing space on the premises other than programs of the successful respondent.

- Pay all utility costs for the campus, to include gas, electricity, water, sewer and trash.

- Successful respondent will report to Community Development Department Director and/or his/her designated liaison any repairs that may require more than the agreed upon amount (up to $1,000.00 per occurrence) and work with City to complete repairs.
- Successful respondent will provide quarterly reports on program and financial aspects of the Campus to the Community Development Director and/or his/her designated liaison.
- Successful respondent will maintain fire suppression and alarm system.
- The City of Casper will maintain the contract for Building B

Other:

The Community Development Department Director, Assistant City Manager, Financial Services Director, and Community Development Technician will review all proposals. If further clarification is required, a meeting will be called with the proposing agency. Staff will make its recommendations to City Council at a work session. Upon approval of Council, a Contract for Professional Services will be negotiated and executed by the Mayor of the City of Casper. Liaison staff will be available to provide for a smooth transition between management activities by the City and the successful respondent.

The land and the buildings on LifeSteps Campus will remain the property of the City of Casper throughout the term of the agreement.

For further information:

Contact Liz Becher or Joy Clark at the Housing and Community Development Office at 235-8241. Tours of the facility can be arranged for any respondent not familiar with LifeSteps Campus and its components.

BUILDING LEASES

LOCATION	CURRENT TENANT	RENT AMOUNT	LEASE SCHEDULE
BUILDING C	ALL ABOUT FAMILY, INC	$2,403.66/MONTH (rent + shared Utilities)	10/01/2014-06/30/2015, 9 mo. Term
BUILDING E N. end of basement & 2nd floor	COMMUNITY ACTION PARTNERSHIP – TRANSITIONAL HOUSING	$2,552.49/MONTH (rent + shared Utilities)	07/01/2015-06/30/2015, 1 yr. Term
BUILDING E 3rd Floor	COMMUNITY ACTION PARTNERSHIP --HEALTHCARE FOR THE HOMELESS	$3,237.13/MONTH (rent + shared Utilities)	07/01/2014-06/30/2015, 1 Yr. Term
BUILDING E S. end 2nd floor	WYOMING CHILD & FAMILY DEVELOPMENT	$2,001.81/MONTH (rent + shared Utilities)	07/01/2014-06/30-2015, 1 Yr. Term
BUILDING F	COMMUNITY ACTION PARTNERSHIP – TRANSITIONAL HOUSING	$3,389.68/MONTH (rent + shared Utilities)	07/01/2014-06/30-2015, 1 Yr. Term
BUILDING H	ALL ABOUT FAMILY, INC	$2,001.81/MONTH (rent + shared Utilities)	10/01/2014-06/30/2015, 9 mo. Term

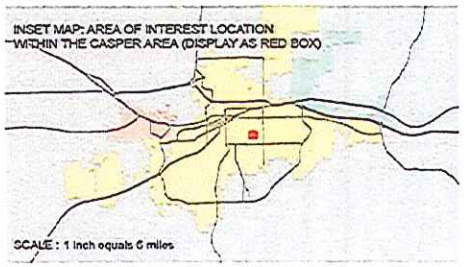
SERVICE AGREEMENTS

COMPANY	SERVICE PERFORMED	COST	TERM OF CONTRACT
LONG MECHANICAL SOLUTIONS	Annual Maintenance - HVAC Equipment	$17,250.00 Annually	03/01/2014-02/28/2015
API SYSTEMS INTEGRATORS	Monitoring Service - Fire	$315.00 Annually	02/26/2013-02/25/2018
ROTO ROOTER	Hydro-jet all main sewer lines annually upon approval - not contracted.	Cost Sheet available upon request	Each bldg on annual schedule, but approval is required prior to service.

LIFE STEPS CAMPUS

BUILDINGS AND GROUNDS

2012 CASPER IMAGERY



CITY OF CASPER
COMMUNITY DEVELOPMENT
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CASPER WY 82601

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SCALE : 1 inch equals 117 feet

0 — 125 Feet

Date: 9/12/2014