

**REQUEST FOR PROPOSALS (“RFP”)  
FOR  
THE LEASE AND OPERATION OF THE  
STUCKENHOFF SPORTS SHOOTER’S COMPLEX  
THE CITY OF CASPER  
CASPER, WYOMING 82601**

The City of Casper, Wyoming, Parks, Recreation and Public Facilities Department, Parks Division is seeking proposals from individuals or groups to lease and operate the 169 acre, more or less, Stuckenhoff Sports Shooter’s Complex located at 2330 North Station Road in North Platte River Park. The proposals should be designed to provide the City with a clear understanding of the individuals’ or groups’ qualifications to operate the facility. Please respond to the Request for Proposals with the intent of portraying to the selection committee that you are the most qualified, willing and able to successfully operate the Stuckenhoff Sports Shooter’s Complex. Individuals or groups responding will be evaluated and a short list developed for formal interviews to be conducted at a later date. Three (3) copies of the proposals shall be submitted to Randy Norvelle, Parks Manager; 1800 East “K” Street, Casper, Wyoming, 82601, by Monday, April 1, 2024, at 4:00 p.m.

**I. Introduction and Background**

The City of Casper is soliciting this request for proposals with the intent of leasing the Stuckenhoff Sports Shooter’s Complex to the individual or group which is most qualified and able to operate the facility for the purpose of sport shooting and other suitable events for the enjoyment of the spectators and participants. It is also the intent of the City that the facility be solely self-sustaining, with no direct or indirect City subsidy required to sustain the operation.

It is the intent of the City that the selected applicant would lease the facility for a total of three (3) years. The lease would be structured as a one-year lease with the City having an option to renew the lease annually for up to two (2) additional years.

**II. General Criteria for Evaluating Proposals.**

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

1. Experience in shooting complex management;
2. Related experience in finance, promotions and management; and,
3. Specific information which might support the ability to manage the operations, promotion, and finances of the operation.

**Expertise:** Provide any information that may indicate specific expertise in the following areas. Professional references shall be provided wherever practicable.

1. Shooting Operations;
2. Shooting Finances;
3. Event Promotions; and
4. Firearms and weaponry.

**Workability:** Provide information that would indicate the demonstrated ability to work with a diverse group of individuals and/or groups and agencies.

**Special Qualifications:** 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, unique familiarity with local shooters, etc.

### **III. Property**

A map and aerial view of the vicinity of the leased area is attached (Attachment A). The property is more specifically described as an area located within Section 26, Township 34 N., Range 79 W., of the Sixth Principal Meridian, Natrona County, Wyoming with the following metes and bounds description:

Commencing at the Southeast corner of said Section 26 which is the Point of Beginning; thence S. 89°18'43" W. a distance of 515.69' to a point; thence S. 0°5'1" E. a distance of 278.54' to a point; thence S. 88°50'50" W. a distance of 599.29' to a point; thence S. 88°39'3" W. a distance of 80.067' to a point; thence S. 88°49'27" W. a distance of 1450.66' to a point; thence N. 1°0'6" E. a distance of 88.57' to a point; thence N. 1°0'5" E. a distance of 205.55' to a point; thence N. 2°4'48" W. a distance of 854.45' to a point; thence N. 2°17'53" W. a distance of 1719.74' to a point; thence N. 89°25'47" E. a distance of 2629.26' to a point; thence S. 2°28'5" E. a distance of 2566.43' to the Point of Beginning and containing 169.28 acres, more or less.

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

The City will make available all physical fixed assets currently on the premises that include the following major items:

1. Principle building/clubhouse
2. Storage building at the pistol range
3. Roof structure at the 100 yard range
4. Shelter at the shotgun range

5. Shooting range
6. The water and irrigation system
7. Perimeter fence
8. Automatic gate
9. Parking lot

All other improvements are viewed as temporary in nature and may be removed by the current Lessee, the Casper Shooters Club.

## **V. Facility Tour**

Interested parties are encouraged to arrange for a tour of the premises prior to the RFP deadline. Interested parties should contact Randy Norvelle, Parks Manager, 307-235-8309, to make arrangements for a tour. Requests for a tour must be made at least one week prior to 4:00 PM on Monday, April 1, 2024.

## **VI. Proposal Materials**

Interested parties should submit the following documentation as a part of their proposal:

**Section 1. Contact Information:** Please fill out the “Contact Information” work sheet (Attachment B) and enclose it with your Proposal.

**Section 2. Personnel / Board Members:** Please provide a list of the key people who will be involved in the operation of the Stuckenhoff Sports Shooter’s Complex, along with a brief explanation of their business qualifications and/or shooting qualifications.

**Section 3. Vision and Overview:** Please discuss your vision for how the complex will operate and change over the next three years. What do you like best about how the complex is now, both its physical layout and how it is being operated? What goals would you set for yourself in terms of the complex’s operation and its performance as a shooting venue?

**Section 4. Typical Season:** Provide a written description of how you expect the complex to operate for a typical season. Broadly discuss items such as: pre-season startup activities, times when competitions would be held (days of the week and hours of operation), special events (if any) you intend to hold, time you would spend in a typical week on maintenance and cleaning, time you would spend in a typical week on promotion and other business activities, yearend activities, etc. Please note that due to noise issues, past lease agreements have specified that all shooting activities must cease by 10:30 pm.

**Section 5. Shooting Information:** Please list the kind of shooting activities you intend to support (rifle, shotgun, pistol, archery, air rifle, long range, short range, precision range). For each type of shooting event, please answer:

- a) Approximate number of events of that type that you intend to host each year.
- b) Sanctioning body (USPSA, IPSC, etc.) whose rules will be applied for each event. Explain your current affiliation with the existing sanctioning body, and/or your intended future affiliation. If you are not currently affiliated, please explain the process you intend to go through in order to attain proper affiliation.
- c) Name of person (or people) who will officiate at that type of event, along with their training/qualifications.
- d) Proposed entry fee for each type of event.
- e) Proposed payout schedule for each type of event.

**Section 6. Annual Budget:** Please provide a draft annual operating budget for the first year of complex operations. Budget items should include things such as: insurance, prize money, merchandizing revenue and expenses, concession revenue and expenses, sponsorships, advertising, salaries, rental equipment, entry fees, electricity, association dues, etc.

**Section 7. Investment at Startup:** Please provide a proposed startup budget for the complex. Please list:

- a) Any equipment that you already possess which will be delivered to and/or installed at the complex prior to the first event of the lease term.
- b) Any equipment that you intend to purchase which will be delivered to and/or installed at the complex prior to the first event of the lease term.
- c) Any construction enhancements that you intend to execute on the complex ranges, its buildings, or supporting infrastructure prior to the first event of the lease term.

**Section 8. Later Year Investments:** Please provide a proposed budget for future investments that you intend to make at the complex, if any. Please list:

- a) Any equipment that you intend to purchase which will be delivered to and/or installed at the complex after the first event is held. Please specify whether it would be purchased by either (1) prior to the season of 2024, or (2) prior to the season of 2025.
- b) Any construction enhancements that you intend to execute on the ranges, its buildings, or its supporting infrastructure at some point after the first event is held. Please specify whether each enhancement would

be made either (1) prior to the season of 2024, or (2) prior to the season of 2025.

**Section 9. Maintenance Plan:** Describe how you intend to maintain the ranges, its buildings, and its facilities. Address building repair activities, range maintenance, and general cleaning for both the buildings and the rest of the complex. The City of Casper will require all repairs to be made in a professional, workmanlike manner. The proposer may request that the City participate in the maintenance of the buildings and the surrounding areas, but if so, the applicant shall reimburse the City for its labor and materials. The City will not participate in the maintenance of the complex surface itself.

**Section 10. Dispute Resolution:** The Stuckenhoff Sport Shooter's Complex is a publicly owned facility, and it is the intention of the City of Casper that it be enjoyed by the entire shooting community. Please explain what measures you would take to ensure that the complex's spectators and its users will be treated in a fair, courteous, and professional manner, both by your organization and by the other shooters/spectators. It is the expectation of the City that the selected lessee will report to the City on complaints received, and that the lessee will explain to the city how each dispute was resolved.

**Section 11. References:** Please provide a list of professional references who can attest to the professionalism, capabilities, and/or shooting qualifications of the key people who will be involved in the complex's operation.

**Section 12. Additional Information and special qualifications:** Please add any other information or material that you would like to share.

## **VII. Contract**

The person or group selected will be required to sign a lease agreement with the City. 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.

## **VIII. Submission of Proposals**

The proposal should respond to all information requested in the RFP. Any other information believed to be relevant, but not applicable to the enumerated categories, should be provided as an appendix to the proposal. If publications are provided, the document and page number shall be referenced.

Proposals must be delivered to:

Randy Norvelle, Parks Manager  
Casper Service Center  
1800 E. "K" Street  
Casper, WY 82601

Three (3) copies of the proposal should be submitted in a sealed package or envelope. The package or envelope should be externally labeled, "Stuckenhoff Sport Shooter's Complex Proposal." It is the responsibility of the interested parties to ensure that the proposal arrives on, or prior to, 4:00 pm on April 1, 2024.

#### **IX. Interviews**

City staff will review all proposals and will select finalists for interviews. City staff will then make a recommendation to the City Council on which proposal to select, with or without modifications. Final selection will be made by the City Council through the execution of a lease agreement.

#### **X. Acceptance, Rejection, and Changes**

The City of Casper reserves the right to accept, reject, or request changes to any or all proposals. The City of Casper reserves the right to reject any or all submissions, and to waive informalities and minor irregularities in submissions received, and to accept any portion of a proposal or all items if deemed in the best interest of the City of Casper.

#### **XI. 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 requested copies of this RFP.

#### **XII. Late Proposals**

Late proposals will not be accepted. It is the responsibility of the interested parties to ensure that the proposal arrived on or before 4:00 pm on April 1, 2024.

#### **XIII. 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 are presumed to be public, non-confidential information that may be reviewed by any person after the submission deadline. Any material that the respondent believes should be deemed confidential should be marked "confidential" on each page, along with a citation of the relevant section of the Wyoming Public Records Act (Wyoming State Statue 16.4.203). An explanation of why the records should be deemed legally confidential must be enclosed in the RFP.

The City of Casper reserves the right to use any or all ideas presented in any reply to this request. Disqualification of a respondent does not eliminate this right.

**XIV. 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 and qualifications.

Attachment A





## Attachment B:

### Contact Information Worksheet

#### Contact Information

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1. Contact Person's Name: \_\_\_\_\_
2. Mailing Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
3. Physical Address (if different from Mailing Address):  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
4. Phone Number: \_\_\_\_\_
5. Email Address: \_\_\_\_\_

#### Organizational Information:

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*If the applicant is applying as an individual and not as an organization, then leave this section blank.*

1. Organization Name: \_\_\_\_\_
2. Type of Organization: Pick the classification that best describes the type of organization:
  - ☐ For Profit Corporation or LLC
  - ☐ For Profit Partnership, Firm, or Sole Proprietorship
  - ☐ Non Profit Corporation
  - ☐ Informal Club
  - ☐ Other (Please Explain) \_\_\_\_\_
3. Wyoming Secretary of State Filing ID  
(Write "NA" if you are not registered with the SOS) \_\_\_\_\_
4. IRS Tax ID Number  
(Write "NA" if you are not registered with the IRS) \_\_\_\_\_
5. Number of Board Members for your Organization: \_\_\_\_\_