

# REQUEST FOR PROPOSALS

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## PROFESSIONAL SERVICES TO REFINISH THE EXTERIOR OF THE STUCKENHOFF SHOOTING COMPLEX

August 3, 2020

REQUEST FOR PROPOSALS  
FOR  
**PROFESSIONAL SERVICES TO REFINISH THE EXTERIOR OF THE STUCKENHOFF  
SHOOTING COMPLEX**  
FOR THE CITY OF CASPER  
CASPER, WYOMING 82601

*Due 1:00 PM local Mountain Time, August 19, 2020*

The City of Casper, Wyoming (“City”) is seeking qualification statements and service proposals from organizations (“Vendors”) specializing in treatment of exterior building surfaces. The proposals should be designed to provide the City with a clear understanding of the costs of performing the service being solicited. The specific nature of the scope of work for the project is outlined in this Request for Proposals (RFP). A successful vendor should anticipate that a service agreement would commence on or about October 1, 2020

**I. Purpose for Proposal**

The City is seeking a primary Vendor to refinish the exterior of the main building at the Stuckenhoff Shooting Complex. The Stuckenhoff Shooting Complex is located at 2330 Station Road, Casper, Wyoming 82601.

**II. Scope of Services**

The City seeks a Vendor that shall:

1. Building is approximately 150’ x 50’ and a large portion of the building is approximately 10’ tall. There is a small raised area that is approximately 30’ x 30’ and is approximately 12’ higher than the rest of the structure for a total height of 22’.
2. Clean, prepare and refinish exterior of the main building to include all overhangs and the wooden portion of the shade structure attached to the main building.
3. Power wash and clean building exterior to prepare for surface treatment.
4. Repair, and/or, replace chinking on exterior of structure.
5. Treat the building exterior using log oil to preserve the exterior wooden surfaces. The oil used shall be EPA registered and designed to protect the wood against mold, mildew, rot and insects on exterior wooden surfaces. Product chosen should maintain the existing colors of the building and must be approved by Building and Structures Manager prior to application.

**III. General Criteria for Evaluating Qualifications**

To be considered, the proposal must respond to all requirements in the RFP. Any other information believed to be relevant, but not applicable to the enumerated categories, should be provided as an attachment to the proposal. If publications are provided, the document and page number shall be referenced. The City reserves the right to reject any or all proposals. The City reserves the right to request more information for clarification. The proposal shall be divided into sections as indicated below:

- 1) **Introduction:** Description of company and provide general overview of its services, specialties, and any relevant distinctions it holds within the painting industry. The introduction will include any similar projects that have been completed within the past five (5) years.
- 2) **Scope of Work:** Review the items under Section II “Scope of Services.” The Vendor shall describe in narrative form the proposer’s plan for accomplishing the items listed under Section II “Scope of Services” and should be no longer than one page. Vendor should propose the name of the products to be used.
- 3) **References:** The proposal should provide an overview of its prior experience, including the number of years, with similar projects. The Vendor will list at least three (3) of its customers as references. The ideal references will be customers, from the past five (5) years, in the Casper area utilized similar products. The City reserves the right to contact any reference or client listed in the proposal submitted which may be helpful to the City in evaluating the Vendor’s performance with similar services provided.
- 4) **Conflicts of Interest:** The proposal should include any possible conflicts of interest and the proposer’s position or response as to whether or not such other work or relationship may be deemed a conflict of interest with this agreement.

**IV. Selection Process**

Eligible proposals shall be subject to evaluation by designated individuals and/or a Selection Committee. The evaluation shall be for the express purpose of selecting the proposal which most clearly meets the RFP requirements, as defined in Section II.

**V. Request for Proposal Procedure**

Each Vendor shall submit **three (3) paper copies of their sealed proposal** to City Hall, 200 North David Street, Casper, WY, 82601, on or before **1:00 PM local Mountain Time, August 19, 2020**. Proposals shall be externally labeled **“Professional Services to Refinish Exterior of the Stuckenhoff Shooting Complex.”** All proposals must be received by the specified deadline. The proposal will remain valid for at least ninety (90) days.

(1) **General Criteria for Evaluation of Proposals:** Proposals will be evaluated regarding the ability to meet all the scope of services listed, level of customer service that will be provided, pricing for the work described in Section II and references provided. The presence of any conflicts of interest will also be reviewed.

(2) **Contract Award and Documents:** The City reserves the right to accept, reject, or request changes in proposals. The City will work closely with the selected Vendor to develop or refine a detailed scope of work, schedule for completion of tasks and costs associated with completed work included in the contract documents. The Vendor will be required to sign a Contract for Professional Services in a form acceptable to the City. This document will include, but not be limited to, the following articles: method of compensation, time of performance, scope of services, termination of contract, and obligations to the City. The City is not liable for any costs incurred by the Vendor during the RFP process.

(3) **Time Table for this RFP:**

Following is the tentative timeline for this RFP:

a. RFP Published	August 3, 2020
b. Mandatory Pre-Bid Walk 2330 Station Road, Casper, Wyoming 82601	August 6, 2020, 9:00 AM
c. Questions Due	August 11, 2020, 5:00 PM
d. Responses Due	August 14, 2020, 5:00 PM
e. Proposals Due	August 19, 2020, 1:00 PM
f. Selection of Proposal	August 26, 2020
g. Review/Signed Contract	September 8, 2020
h. City Council Award of Contract	September 22, 2020
i. Work May Begin	October 1, 2020

(4) **Addenda to the Request for Proposals:** In the event that it becomes necessary to revise any part of this RFP, addenda will be published on the City of Casper website at [www.casperwy.gov](http://www.casperwy.gov).

(5) **Late Proposals:** Late proposals will not be accepted. It is the responsibility of the Vendor to ensure that the proposal arrives prior to the stated deadline.

(6) **Response Material Ownership:** The material submitted in response to the RFP becomes the property of the City, and will only be returned to the Vendor at the City's option. The City has the right to use any or all ideas presented in reply to this request. Any confidential information to this request should be individually

stamped confidential. Justification for confidentiality may be required as per Wyoming Public Records Law. Disqualification of a Consultant does not eliminate this right.

**(7) Acceptance of Proposal Content:** The contents of the proposal of the successful Vendor may become a contractual obligation if the City 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.

**VII. Contact**

Questions regarding any part of this RFP should be directed to Matt Thomason, Building and Structures Manager, [mthomason@casperwy.gov](mailto:mthomason@casperwy.gov), (307) 235-8299.  
Questions