REQUEST FOR PROPOSALS
GOLF COURSE DESIGN SERVICES FOR
2012 CASPER MUNICIPAL GOLF COURSE REDESIGN PROJECT
FOR THE
CITY OF CASPER

Date: February 7, 2012

Proposals are being requested from qualified golf course design consultants to complete a Feasibility/Marketability Study for the 2012 Casper Municipal Golf Course Redesign Project.

**Such proposals will be received by the City of Casper Public Services Department, City Engineering Division, 200 North David, Casper, Wyoming, until 5:00 p.m., Local time, February 24, 2012.**

PROJECT DESCRIPTION.

The City of Casper, Wyoming, will procure the services of a Professional Golf Course Design Consultant, hereafter referred to as Consultant, to complete a Feasibility/Marketability Study for a proposed redesign of the Twenty Seven (27) Hole Casper Municipal Golf Course. The north eight acres of the existing 240 acre facility are proposed to be sold to the school district for the expansion of Grant Elementary School (see attached map). The remaining acreage is proposed to be redeveloped into an illuminated 9-hole par three course, 18-hole regulation course, driving range, and new maintenance facility.

The Consultant supplying these services must be experienced in golf course feasibility/marketability studies and golf course master planning. The Consultant must be able to effectively communicate with City staff/officials, properly plan and conduct project meetings, and coordinate/complete a project feasibility/marketability study.

SCOPE OF SERVICES

The Consultant shall address and provide all the information requested under this proposal in connection with and with respect to the following products and services for the previously described project. The required products and services include, but are not limited to, the following:

A.     Task 1 – Project Meetings:

The Consultant shall attend a kickoff meeting with the City and other project team members to be held on-site so that relevant project issues and concerns can be discussed. The meeting is essential to gaining consensus on key issues as well as understanding project goals.

Consultant will attend two (2) additional meeting to be dictated by project milestones. One will occur after the investigation of the golf course community is completed and the

2$^{nd}$ will occur after the feasibility/marketability study is completed. Additionally, the Consultant will attend one council work session. For this meeting, the Consultant will prepare a power point as well as project mapping needed for the meeting.

B.     Task 2 – Golf Course Community

The Consultant shall study the local golfing community and assess the potential feasibility and success of this proposed project, as it relates to the local golf courses and golfing market.

The Consultant shall investigate other similar state or regional three (3) par (9) hole golf courses to see how successful their operations are in comparison to the surrounding golf course competition.

C.     Task 3 – Feasibility/Marketability Study

Based on input from City and other project team members, and from the study of the golf course community, the Consultant shall recommend to the City what course of action should take place, in order to assure the financial success of this proposed project. Recommendation shall be summarized in a written document and presented to Council at a work session identified in Task 1.

TIMETABLE

Following is the tentative timetable for this RFP:

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|---|---|---|
| 1. | Proposal Due | February 24, 2012 |
| 2. | Consultant's Presentation and Interview | March 7, 2012 |
| 3. | Selection of Consultant by City Council | March 20, 2012 |
| 4. | Completion of Feasibility/Marketability Study | June 29, 2012 |

The submittal of a proposal will be an indication that the Consultant has no problem in keeping this schedule.

MEETINGS

The Consultant shall attend any special meeting with City staff, relating to the performance of this contract, and shall provide the City with monthly written progress reports, accompanying partial payment requests. Progress reports shall include personnel utilization and associated time applied to the project, in addition to an itemization of expenses.

CONTRACT

The Consultant will be required to sign a contract with the City relating to the work to be performed. Such contract shall include, but not necessarily be limited to, the following articles: method of compensation, time of performance, subcontracts, duties of the consultant, termination

of the contract, ownership of material, changes, EEO, ADA, submission of material, and obligations of the City.

SELECTION.

The selection of the consulting firm will be based upon project team qualifications, team management/organization, ability of firm to recognize design opportunities in the project, demonstrated design experience, willingness to meet time requirements, community involvement of the firm, and the engineering fee. A minimum of three (3) firms will be interviewed by the City staff on the basis of the proposal submittals. Upon completion of these interviews, one firm will be selected on the basis of their qualifications and fee.

In making a proposal, the Consultant hereby certifies that he has reviewed this RFP and is familiar with all conditions contained therein.

GENERAL.

A.    Additional Information.

In addition to the items addressed in the Scope of Services, the following information relating to the consultant's qualifications is required. The Consultant shall submit five (5) copies of the non-priced technical proposal.

1.    The consulting firm's name, address, and telephone number.

2.    Types of services which your firm is qualified to provide.

3.    Names of key personnel, the experience of each available for this project.

4.    Names and addresses of outside consultants or associates which will be retained for assistance.

5.    Number and type of current projects for which the firm is principal engineer.

6.    Recent list of completed projects most similar to this project, including key contacts and references, approximate budget, and other pertinent information.

B.    Addendum or Supplement to Request for Proposal.

In the event that it becomes necessary to revise any of this Request for Proposal (RFP), an Addendum to this RFP will be provided to each Consultant. The City reserves the right to change submission date(s) for any reason, including an Addendum or Supplement to the RFP.

C.      Late Proposals.

Late proposals will not be accepted. It is the responsibility of the Consultant to insure that the proposal arrives prior to 5:00 p.m., Local Time, Friday, February 24, 2012.

D.      Rejection of Proposals.

The City 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.

E.      Response Material Ownership.

All material submitted regarding this RFP becomes the property of the City and will only be returned to the Consultant at the City's option. Responses may be reviewed by any person after the final selection has been made. The City has the right to use any or all ideas presented in reply to this request. Disqualification of a Consultant does not eliminate this right.

F.      Incurring Costs.

The City is not liable for any costs incurred by the Consultant prior to issuance of an agreement, contract, or purchase order.

G.      Acceptance of Proposal Content.

The contents of the proposal of the successful Consultant may become contractual obligations if the City wishes to execute a contract based on the submitted proposal. Failure of the successful Consultant to accept these obligations in a purchase agreement, purchase order, contract, or similar instrument may result in cancellation of the award, and such Consultant may be removed from future solicitations.
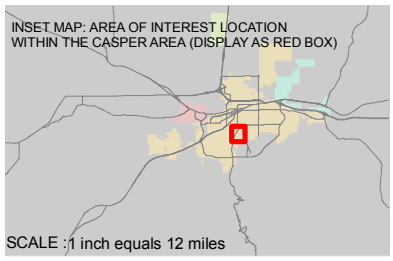
H.      Reference Checks.

The City reserves the right to contact any reference or any client listed in the documents for information which may be helpful to the City in evaluating the Consultant's performance on previous assignments.

**8 ACRES**

**232 ACRES**

Golf Course

SCALE : 1 inch equals 600 feet

Feet
0          600

INSET MAP: AREA OF INTEREST LOCATION
WITHIN THE CASPER AREA (DISPLAY AS RED BOX)

SCALE :1 inch equals 12 miles

CITY OF CASPER
200 N DAVID ST
CASPER WY 82601

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All data, information, and maps are provided without warranty or any representation of accuracy, timeliness of completeness even though the City of Casper has used reasonable efforts to make its data as accurate as possible. Maps and data are to be used for reference purpose only and the City of Casper shall assume no liability for the use, misuse, accuracy or completeness of this information.

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