

REQUEST FOR PROPOSALS (RFP)
FOR
**PURCHASE AND/OR DEVELOPMENT OF
FORMER MILLS ELEMENTARY SCHOOL**
FOR
THE TOWN OF MILLS
MILLS, WYOMING

(Issued on July 7, 2020)

The Town of Mills located in Mills, Wyoming, referred to herein as "TOWN", is seeking proposals from individuals or developers, referred to herein as "Contractor", who are interested in working with the TOWN to purchase and/or develop one of the properties the TOWN owns known as the Former Mills Elementary School located at 420 2nd St. Mills, Wyoming. The specific nature of the scope of work for the project is outlined in the following Request for Proposals (RFP). Such proposals shall be physically submitted to the Town of Mills, Town Hall, 704 Fourth St. Mills, WY or mailed to PO Box 789 Mills, WY 82644, by 4:00 p.m., Local Time, on Thursday, July 30, 2020. Proposals will be labeled externally with the following statement: "MILLS ELEMENTARY SCHOOL PROPERTY PROPOSAL(S) ENCLOSED." No additional proposals will be received thereafter. Copies of each proposal must be submitted electronically, and with three (3) hard copies. The proposal will remain valid for at least one hundred sixty (160) days.

I. Introduction and History

The Town of Mills purchased the Former Mills Elementary School property from the Natrona County School District in January 2016. The property includes the three (3) parcels of land containing approximately 3.01 acers. The Site consists of the Former Mills Elementary School Building, two temporary buildings, a small shed, a playground area, paved parking areas, and a paved alley (referenced in Exhibit A). At the time of the purchase in 2016, the Town Council publicly stated that they wanted to increase community diversity through projects such as **senior housing apartments**. Contractors should note the goals and requirements of the Town of Mills'

2017 Uniquely Mills Comprehensive Plan for the community. All of the properties referenced in this RFP are zoned Public Lands and Institutions. Town Council would consider rezoning dependent upon contractor proposal. The Mills Elementary School is located in a recently-designated Opportunity Zone, confirmed by the State of Wyoming and U.S. Treasury Department. Investors for proposals that are submitted in response to this RFP would be eligible for Federal tax benefits and the deferral of taxes on capital gains when those gains are reinvested in qualified opportunity funds.

The newly adopted Comprehensive Plan (September 2017) is the Town's land use and development policy document that describes the values and ideals expressed by the community for its future. Principles and goals represent the overall visions of the Plan which can be found on the Town website: <http://millswy.gov/tomwp/wp-content/uploads/2018/01/Mills-Comprehensive-Plan.pdf>. The Comprehensive Plan incorporates the planning goals identified by community members into its values and ideas for downtown Mills.

The Town of Mills continues to conceptually develop its riverfront walk paths, works to extend the "rails to trails" pathway throughout the Town, improve the bike lane network and transit network, explore opportunities for art, culture, and recreation, maintain infrastructure, foster neighborhood excellence, and implement design standards in its community development and planning initiatives. The Town is creating a Downtown District to become a destination for the live, work and play audience. The Riverfront Concept Map details the Town's development and design plans for this redevelopment area, and is available on the Town website: http://millswy.gov/tomwp/wp-content/uploads/2018/01/River_Front.pdf.

II. Economic Impact and Development

Under Wyoming Statute 15-1-112(b)(3)(i)(D), the Town Council must determine if a person acquiring the property is for a use which will benefit the economic development of the Town. Therefore, RFP's must describe the economic development benefit the project will provide to the Town of Mills. This description must include the amount and method of proposed compensation to the Town of Mills for the subject property; the ownership making this proposal; the funding mechanism for this proposal; the projected patronage arising from completion of this proposal. For example, foot traffic; how the proposal will increase the economic base of the Town of Mills and the projected impact in sales tax revenue. The economic indicators include, but are not limited to:

- Projected capital investment;
- Estimated job creation, and percentage of primary or secondary job(s);
- Projected average wage rate;
- Projected annual sales tax revenues, if applicable.

It is suggested that proposals also:

- Incorporate mixed uses into the design. Neighborhood uses are envisioned, as well as a commercial, retail, or residential components to the reuse of the existing building(s).
- Include a personal statement, which may include supporting documentation from the Contractor's lender, to indicate an ability to begin the project within ninety (90) days of the contract award, and to have the project completed within three (3) years.
- Identify a community need that the proposed project will help to fulfill.

The successful RFP will be subject to including in the Contract and transfer documents, restrictive covenants, limitations, and/or easement to assure substantial completion with the representations made in the RFP.

Walk-throughs of the property will be conducted for interested Contractors on an as requested basis. Contact the Community Development Department at 307-439-1254 to schedule a walk-through.

III. Scope of Services

1. The Contractor will include in its proposal an introductory statement with a narrative of its business model, its areas of expertise, an overview of past projects, a description of its legal status (corporation, LLC, etc.), the location of its headquarters, and any other general information deemed relevant.

2. The Proposal will include a narrative of the challenges and opportunities that are specific to this project.
3. The Proposal will outline the Contractor's goals for this project, which should give an overview of the development envisioned. The Contractor should describe the architectural style and any highlights of the design that deserve special attention.
4. The Proposal will identify the primary management team involved with the project, to include lease partners, if applicable.
5. The Proposal will describe the economic benefit to the Town of Mills, should the proposal be accepted.
6. The Proposal will include site plans showing a general layout of the development, specifically identifying the location and physical situation of:
 - i. The land required for the development, including its property boundaries, and a definitive plan as to whether the Contractor envisions purchasing and developing all of the land.
 - ii. Existing buildings or new buildings that may be erected, including approximate square footage for each, as well as architectural elevations of each.
 - iii. Parking areas and parking area access ways.
 - iv. Any additional features, such as outdoor facilities, areas of significant landscaping, outbuildings, areas of future development, etc.
7. The Proposal will outline the estimated financial investment that the Contractor is prepared to make in the proposed development. A financing plan will be outlined with completion dates noted. Plans that involve the acquisition of debt should be accompanied by a letter from the proposed lending institution stating that the loan amount could be reasonably attained for the project.
8. The Proposal will include a list of the specific key personnel who would be involved in the project, along with their qualifications, work history, past projects, and the part they would play in the project.
9. The Proposal will include a list of professional references. If the development is to be operated by an organization other than the Contractor, then separate references should be provided for both the Contractor and the facility operator.
10. The Proposal will include a list of the Contractor's current projects and how those projects may affect the execution of this project.

IV. 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 Contractors who have indicated an interest in responding to the RFP.

V. Submission of Proposals

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 appendix to the proposal. If publications are provided, the document and page number shall be referenced.

Proposals shall be physically submitted to the Town of Mills, Town Hall, 704 Fourth Street, Mills, Wyoming 82644, or mailed to PO Box 789 Mills, Wyoming 82644, by 4:00 p.m., Local Time, on Thursday, July 30, 2020, Proposals will be labeled externally with the following statement: "FORMER MILLS ELEMENATRY SCHOOL PROPERTY PROPOSAL(S) ENCLOSED." No additional proposals will be received thereafter. Copies of each proposal must be submitted electronically, and with three (3) hard copies. The proposal will remain valid for at least one hundred sixty (160) days.

Contractors are advised that proposals should be as responsive as possible to the provisions of this RFP. However, except for providing information about how the proposal will benefit the economic development of the Town, Contractors may make exceptions to, or propose alternative methods to, these provisions without their proposal being disqualified. The impact of exceptions and/or alternatives will be considered during the evaluation phase of the award process.

The TOWN reserves the right to reject any or all proposals. The TOWN reserves the right to request more information for clarification or due to omission of information. Contractors should be prepared to make an oral presentation as part of the evaluation process.

Contractors selected for final consideration should understand that the Town will include in the closing documents requirements that the RFP will be followed and there will be remedies should the RFP not be followed.

The proposal shall be divided into sections as indicated below:

- i. Statement of Project Requirements: Each Contractor shall state in sufficient terms its understanding of the project requirements presented in this RFP.
- ii. Scope of Work: Each Contractor shall describe in narrative form the Contractor's technical plan for its proposal. Please use the Scope of Services tasks provided in the RFP as the beginning point.
- iii. Economic Impact and Development: Each Contractor shall describe the economic development benefit the project will provide to the Town of Mills. The economic indicators will include:
 - Projected capital investment;
 - Estimated job creation, and percentage of primary or secondary job(s);
 - Projected average wage rate;
 - Projected annual sales tax revenues, if applicable.
- iv. Personnel and Prior Experience: Each proposal shall identify the specific personnel who will be assigned to the project. Any changes in assignment of personnel shall be reviewed with the TOWN to ensure consistent technical expertise throughout the term of the project.
- v. Special Qualifications: The proposal shall identify any specific qualifications which might make the Contractor uniquely qualified to provide the requested

services. These may include similar work experience related to another project of similar size or design.

- vi. Conflicts of Interest: The proposal shall specifically address any possible conflicts of interest and the Contractor's position or response as to whether or not such other work or relationship may be deemed a conflict of interest with this project.
- vii. Professional and Financial References: Each Contractor will include a list of professional and financial references. The list of references shall include individuals who have worked with the Contractor on similar past projects. The list shall also include individuals who are familiar with the Contractor's current financial and operational capabilities.
- viii. Amount of Bid: Each Contractor shall identify the amount they offer to pay for the purchase of the property as indicated in Exhibit A. Property appraisals are available by contacting the Community Development Department at (307) 439-1254. Offers must meet or exceed appraised value.
- ix. Confidential Information.
 - a. Under the Wyoming Public Records Act, Wyoming Statutes (W.S.) § 16-4-201 et seq., responses to a Request for Proposal (RFP) submitted to the Town are generally available for inspection. However, there is an exception under W.S. § 16-4-203(d)(v) for trade secrets, privileged information and confidential commercial, financial, geological or geophysical data (Confidential Information). **If you are submitting any Confidential Information in your response to the RFP, please separate it from the other information and place it in a separate, sealed envelope, clearly marked "CONFIDENTIAL INFORMATION"**.
 - b. The price you are willing to pay for the property and general information about its proposed use is not confidential. Confidential Information also does not include any information that: is or becomes publicly known through no wrongful or negligent act of the Town; is already known to the Town without restriction when it is disclosed; is, or subsequently becomes, rightfully in the Town's possession without any obligation restricting disclosure; is independently developed by the Town; or is explicitly approved for release by your written authorization.
 - c. The Town will not disclose any material or information identified as Confidential Information to third parties without your prior written permission, unless you make such material or information public or disclosure is required by law. If the Town is required by law to disclose such confidential information, it will notify you prior to such disclosure.
 - d. The Town may use the Confidential Information received only in analyzing and making a determination about the responses to the RFP, and for its own business purposes.
 - e. Confidential Information is and will at all times remain the property of the disclosing party, and no grant of any proprietary rights in the Confidential Information is given or intended by your response to the RFP.

VI. Late Proposals

Late proposals will not be accepted. It is the responsibility of the Contractor to ensure that the proposal arrives by 4:00 p.m., Local Time, on Thursday, July 30, 2020.

VII. Evaluation and Selection Process

Proposals will be reviewed in a multi-step process.

Step 1: Proposals will be reviewed by TOWN staff for completion and clarity, Supplemental and clarifying information may be requested from the Contractor(s) at this time. Proposals will then be referred to the Evaluation Committee.

Step 2: An Evaluation Committee of several TOWN staff members will review the proposals in conjunction with the topics referenced in this RFP. The Contractor(s) may be asked to make formal or informal presentations at that time.

Step 3: The Evaluation Committee will make a formal recommendation, which may include more than one proposal for consideration, to the Town Council for consideration and/or final action.

VIII. Evaluating Proposals

This RFP is offered to realize economic development for the Town of Mills. The hope is that the Comprehensive Plan can be used in an innovative way for economic development opportunities. Realistic, well-funded, and well thought out proposals which satisfy the purpose of the RFP and the goals of the RFP will be strongly considered for recommendation to the Town Council for its consideration. Contractors' abilities, via the proposals, to demonstrate their expertise and realized vision in a variety of areas including construction, engineering, architecture, operations, real estate, and finance is another consideration in evaluating proposals.

IX. Contract Award

The TOWN reserves the right to accept, reject, or request changes in proposals. The TOWN will work closely with the selected Contractor 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 contract award will also include formalized protections to ensure the proposal accepted is implemented. The TOWN is not liable for any costs incurred by the Contractor.

X. Meetings

The Contractor shall meet with the owner's representative, and/or staff of the TOWN, as needed, upon contract award.

XI. Contract

The Contractor will be required to sign a contract with the TOWN relating to the purchase and development plans agreed upon. Such contract shall include, but not necessarily be limited to, articles that specify facility transfer, operating responsibilities, and final ownership of land and/or facilities.

XII. Response Material Ownership

The material submitted in response to the RFP, except for Confidential Information as referenced herein, becomes the property of the TOWN and will only be returned to the Contractor at the TOWN's option. Responses may be reviewed by any person after the final selection has been made. The TOWN has the right to use any or all ideas presented in reply to this request. Disqualification of a Contractor does not eliminate this right.

XIII. Acceptance of Proposal Content

The contents of the proposal of the successful Contractor may become contractual obligations if the TOWN wishes to execute a contract based on the submitted proposal.

XIV. Reference Checks

The Town of Mills reserves the right to contact any reference or any client listed in the documents for information which may be helpful to the TOWN in evaluating the Contractor's performance on previous projects.

Exhibit A

