

REQUEST FOR PROPOSALS FOR BUILDING LEASE

CITY OF MILLS, WYOMING

(Issued on April 19, 2023)

The City of Mills located in Mills, Wyoming, referred to herein as "CITY", is seeking proposals from individuals or businesses referred herein as "Lessee", who are interested in working with the CITY to lease the library building and property the CITY owns known as **425 Morgan Ave, Mills**. 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 **City of Mills, City Hall, 704 Fourth St. Mills, WY or mailed to PO Box 789 Mills, WY 82644, by 4:00 p.m., Local Time, on Wednesday, June 21, 2023**. Proposals will be labeled externally with the following statement: "MILLS LIBRARY BUILDING AND PROPERTY LEASE 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. For questions contact Sabrina Kemper, Community Development Director, 307-439-1254, cdd@millswy.gov.

I. Introduction

The City of Mills is seeking proposals from business owners or entrepreneurs interested in leasing the city owned library building located at 425 Morgan Ave in Mills. The city purchased the building as a city hall in the early 1920's then expanded the building prior to constructing the existing city hall building in the 1980's. The building has been mostly vacant for one year. The city has maintained the HVAC and plumbing systems within the building. There are three bathrooms within the building with a back office space, storage and an open floor plan. Mills City Council is seeking proposals from individuals or businesses interested in leasing the building for use during normal working and business hours to respect the nearby residential neighborhood.

II. Economic Impact and Development

The city seeks to use the building in a way to beautify the Mills main street corridor along with benefiting future land development on the Mills riverfront area. The building lease will be a triple net lease and structured in a way to accommodate city needs.

III. Building Description

The building is approximately 3,177 square feet with a large open area which was used for the library. There is a smaller open area in the northeast corner of the building with storage space, a small breakroom, and an employee restroom to the south. The north and northwest side of the building include two public restrooms, a drinking fountain, and two utility closets. The entire lot is approximately 22,250 square feet with approximately 15 parking spaces within the parking lot.

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 Lessees 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 **City of Mills, City Hall, 704 Fourth Street, Mills, Wyoming 82644, or mailed to PO Box 789 Mills, Wyoming 82644, by 4:00 p.m., Local Time, on Wednesday, June 21, 2023.** Proposals will be labeled externally with the following statement: "MILLS LIBRARY BUILDING AND PROPERTY LEASE 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.

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

Lessees selected for final consideration should understand that the City 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 is encouraged to be divided into sections as indicated below:

- i. Statement of Project Requirements: Each Lessee shall state in sufficient terms its understanding of the project requirements presented in this RFP.
- ii. Scope of Work: Each Lessee shall describe in narrative form the Lessee's technical plan for its proposal.
- iii. Economic Impact and Development: Each Lessee shall describe the economic development benefit the project will provide to the City 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 and property tax revenues, if applicable.
- iv. Special Qualifications: The proposal shall identify any specific qualifications which might make the Lessee uniquely qualified to lease the space including how the Lessee might use the space and respect the residential neighborhood.
 - v. Conflicts of Interest: The proposal shall specifically address any possible conflicts of interest and the Lessee's position or response as to whether or not such other work or relationship may be deemed a conflict of interest with this lease.
 - vi. Amount of Bid: Each Lessee shall identify the amount they offer to pay for the lease of the property and the terms of lease offered (i.e. 3 or 4 year contract and how much the lessee offers per month).
 - vii. 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 City are generally available for inspection. However, there is an exception under WAS. § 16-4203(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 lease of 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 City; is already known to the City without restriction when it is disclosed; is, or subsequently becomes, rightfully in the City's possession without any obligation restricting disclosure; is independently developed by the City; or is explicitly approved for release by your written authorization.
 - c. The City 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 City is required by law to disclose such confidential information, it will notify you prior to such disclosure.
 - d. The City 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 Lessee to ensure that the proposal arrives by **4:00 p.m., Local Time, on Wednesday, June 21, 2023.**

VII. Evaluation and Selection Process

Proposals will be reviewed in a multi-step process.

- Step 1: Proposals will be reviewed by CITY staff for completion and clarity, Supplemental and clarifying information may be requested from the Lessee(s) at this time. Proposals will then be referred to the Evaluation Committee.
- Step 2: An Evaluation Committee of several CITY staff members will review the proposals in conjunction with the topics referenced in this RFP. The Lessee(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 City Council for consideration and/or final action.

VIII. Evaluating Proposals

This RFP is offered to realize economic development and entrepreneurial interest for the City of Mills. The goal is that the 2017 Comprehensive Plan, which can be found at <https://www.millswy.gov/community-development/page/2017-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 City Council for its consideration. Lessees' abilities, via the proposals, to demonstrate their consideration of lease space available, uses for the space and overall vision of the City objectives is another consideration in evaluating proposals.

IX. Contract Award

The CITY reserves the right to accept, reject, or request changes in proposals. The CITY will work closely with the selected Lessee to develop or refine a detailed scope of work and Lessee contract documents. The contract award will also include formalized protections to ensure the proposal accepted is implemented. The CITY is not liable for any costs incurred by the Lessee.

X. Meetings

The Lessee shall meet with staff of the CITY, as needed, upon contract award.

XI. Contract

The Lessee will be required to sign a contract with the CITY relating to the lease agreement. Such contract shall include, but not necessarily be limited to, articles that specify facility use, operating responsibilities, and sublease of facility.

XII. Response Material Ownership

The material submitted in response to the RFP, except for Confidential Information as referenced herein, becomes the property of the CITY and will only be returned to the Lessee 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 Lessee does not eliminate this right.

XIII. Acceptance of Proposal Content

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

XIV. Reference Checks

The City of Mills 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 Lessee's performance on previous projects.