

**Request for Proposals
Conceptual Plan for the proposed Sheridan High-Tech Business Park**

Issued by:

Forward Sheridan, Inc.
203 South Main Street
Suite 2003
Sheridan, WY 82801

On behalf of:

The City of Sheridan
55 East Grinnell Plaza
P.O. Box 828
Sheridan, WY 82801

Interested firms must submit a Statement of Qualifications and proposal to:

Jay Stender
Forward Sheridan
203 South Main Street
Suite 2003
Sheridan, WY 82801
jay@forwardsheridan.com

All information must be received by 5:00 PM, Mountain Time, on Friday, January 15, 2010 to Forward Sheridan's office at the address listed above.

All proposals will be kept confidential; unsuccessful proposals will be kept in confidence at Forward Sheridan's office.

Questions may be directed, in writing, to Jay Stender, Executive Director of Forward Sheridan, at the address or email address listed above. All answers will be shared with registered proponents.

The City of Sheridan has received a Community Development Block Grant for Economic Development: Planning Only from the Wyoming Business Council. This grant will be used to complete a conceptual master plan for the 38.5 acre parcel of land, located within the Wrench Ranch annexation as shown in Appendix A, referenced herein as the Sheridan High-Tech Business Park. The scope of work is as follows:

- Develop a document that meets the requirements of a Master Plan as described for the Gateway District Zoning within the City of Sheridan City Code;
- Conceptual Master Plan should also meet the requirements for a potential Wyoming Business Council Grant application for extension of infrastructure;
- Investigate the feasibility to extend power and electrical infrastructure;
- Investigate the feasibility to extend telecommunications infrastructure;
- Provide cost estimates to extend infrastructures listed above;
- Compare the location of the proposed Sheridan High-Tech Business Park to other comparable sites, providing cost estimates for above listed infrastructure on comparable sites;
- Identify potential funding sources for infrastructure build-out;

Qualifications and criteria for award of contract include:

- Prior conceptual planning experience, including experience with infrastructure cost estimates and infrastructure grant opportunities.
- Demonstrated understanding of water, sewer, power, electrical and telecommunications infrastructure as it relates to the needs of high-tech and light industrial businesses; a list of potential businesses to be recruited into the Sheridan High-Tech Business Park is presented in the 2007 Wadley-Donovan Target Industry Study, available electronically at www.forwardsheridan.com. Printed copies can be requested in writing or via email, with a charge of \$10 per copy, payable by cash or check to Forward Sheridan.
- Prior experience with grant funded projects; experience with State and Federal Grant projects is highly desired.

Award of contract will abide by all rules and regulations of the Wyoming Business Council Grant program, and applicable federal, state and local laws. Minority-owned businesses are strongly encouraged to submit a proposal.

Business Park Goals and Purposes

The Wyoming Business Council Grant Application states the following major goals for this project:

1. Create new local jobs that are available to low and moderate income individuals.
2. Anchor redevelopment in the North Main Neighborhood of Sheridan.
3. Attract high-tech businesses, offering high-paying jobs, to Sheridan, by providing a business park with appropriate infrastructure for those businesses.

4. Develop training resources for low to moderate income individuals so they will become viable candidates for high-paying jobs.

Specific Goals to be Attained in the Conceptual Master Planning Process Include:

Specific goals and project outcomes are needed during the conceptual planning process to meet overarching project goals and objectives as outlined by the Community Development Block Grant program. These goals include:

1. Creation of a conceptual plan for the Sheridan High-Tech Business Park to accomplish subdivision goals and miscellaneous funding opportunities.
2. Comparisons to similar sites, including costs for infrastructure extension.
3. Identification of potential funding sources for infrastructure extensions and/or upgrades.

Scope of Services

Task 1: Citizen Involvement

Objective: To establish community involvement to assure the citizens of Sheridan contribute to the conceptual plan of the Sheridan High-Tech Business Park.

A steering committee will be available to meet with the planning consultant to answer any questions he/she may have and provide guidance during the planning process. Forward Sheridan will work with the consultant to convene steering committee meetings; the steering committee should include representatives from the City of Sheridan, Wrench Ranch, the North Main Neighborhood Association, and the Chamber of Commerce.

The planning consultant will present findings and progress reports to Forward Sheridan, Project Manager; the City of Sheridan City Council, grantee; the project steering committee; and the general public through public workshops and stakeholder meetings.

Task 2: Information Collection and Analysis

Objective: To determine if the area identified within the Wrench Ranch is feasible to develop as the proposed Sheridan High-Tech Business Park, identifying current and future demographic and economic trends affecting this area.

2.1 Demographic/Economic Analysis

A review of population trends and forecast of population futures will be completed for the Sheridan High-Tech Business Park conceptual plan. A review of economic and income characteristics for Sheridan County demographics will also be completed, identifying Sheridan County's low to moderate income population so that a targeted marketing and training strategy can reach these individuals concurrent with recruitment of companies that will provide high-paying jobs, thus meeting the goals of the Wyoming Business Council program.

2.2 Geographic Analysis

A geographic analysis should include a list of comparable sites, as well as an analysis of the potential for other sites to be used for the proposed Sheridan High-Tech Business Park, based on land acquisition costs, infrastructure installation costs and marketing concerns. Geographic analysis of the site should also include analysis of the feasibility to extend water, sewer, power, electrical and telecommunication infrastructure to the site, as well as an estimate of costs associated with infrastructure installation.

Task 3: Creation of the Business Park Conceptual Plan

Objective: To identify and define a conceptual plan for the proposed Sheridan High-Tech Business Park. The conceptual plan should identify a timeline for infrastructure development and identify sources for potential grant funding to install infrastructure. In addition, the conceptual plan should include a design charrette to provide a visual depiction of the conceptual plan.

3.1 Infrastructure Development Timeline

The conceptual plan should identify the power, electrical and telecommunication infrastructure needs for the proposed Sheridan High-Tech Business Park. The needs of the park will be based on the needs of industries targeted for recruitment, which include high-tech and light industrial businesses, as defined by the 2007 Wadley-Donovan Target Industry Study. The conceptual plan should also identify a timeline for infrastructure build out, including estimated costs. In addition, the conceptual plan should identify sources of potential grant funds to offset the cost to extend infrastructure. Identification of grant sources will include the source name and contact, application procedures and requirements, application deadlines, and required match for grant projects.

3.2 Business Park Aesthetic Theme

The conceptual plan should provide a design charrette, which will provide a visual interpretation of the conceptual plan details. This design charrette will incorporate the design standards as adopted in the Wrench Ranch Master Plan under the Gateway Ordinance requirements, and shall incorporate Steering Committee and stakeholder concerns, including, but not limited to, function, access and infrastructure design and location; potential building construction, materials, design and footprint; and viewshed impact for neighboring properties. Addressing park aesthetics is important to addressing the CDBG program goal to prevent and/or eliminate blight.

Task 4: Formal Approval

The consultant will present the completed Conceptual Plan for the proposed Sheridan High-Tech Business Park, including data collected in the form of appendices. Maps and design charrettes will also be included as part of the presentation of the completed Conceptual Plan. The consultant will need to be present to present the conceptual plan to stakeholders and the Steering Committee, as well as to Sheridan City Council for formal acceptance and adoption.

Deliverables: Deliverables include a preliminary draft of the conceptual plan in electronic format, as well as final draft of the conceptual plan in electronic and written formats for presentation to obtain formal approval. The conceptual plan should include: the conceptual plan document, applicable assessment raw data attached as appendices, design charrette(s), and any applicable maps. A PowerPoint presentation will be made to the Sheridan City Council as part of the formal approval process.

Budget: Not to exceed \$30,000.00

Project Timeline

The following are key dates for the conceptual planning process for the proposed Sheridan High-Tech Business Park:

January 15, 2010: Proposals are due to Forward Sheridan's office by 5 pm Mountain Time.

January 18, 2010: The winning proponent will be notified by email of the award of contract. All contracts and agreements will be signed by Forward Sheridan, project manager, and the winning proponent.

January 18, 2010: Conceptual planning process will begin.

February 19, 2010: Draft of conceptual plan due to Forward Sheridan.

February 24, 2010: Final draft of conceptual plan due to Forward Sheridan.

March 1, 2010: Presentation of the final draft conceptual plan to Sheridan City Council for adoption and approval.

Award of the Contract

Jay Stender is authorized to award or negotiate a contract with one of the respondents, based on recommendation and approval by Forward Sheridan's Board of Directors. Forward Sheridan reserves the right to request modification of all proposals and/or reject all proposals. No documents produced under this project shall be the subject of an application for copyright or patent by the City of Sheridan, Forward Sheridan or by the consultant.

