

**REQUEST FOR PROPOSALS  
2024 LANDER MASTER PLAN  
LANDER, WYOMING**

**REQUEST FOR PROPOSALS**

The City of Lander is soliciting proposals for the creation of a 2024 Lander Master Plan. A full Scope of Work and supporting documents may be obtained by contacting RaJean Strube Fossen at [rsfossen@landerwyoming.org](mailto:rsfossen@landerwyoming.org) or by calling 307-332-2870 x2. Deliverables of the Master Plan must include, but are not limited to the following:

- Schedule for completion itemized by category
- Community engagement proposal
- Implementation strategies, Action Plan, or recommendations
- GIS shape files in a format determined by the City as appropriate
- Final report and presentation to Council

**PROPOSAL SUBMISSION**

Proposers should submit one (1) paper copy marked “Original”, two (2) additional paper copies and one (1) .PDF electronic version of their Proposal.

Proposals should include:

1. The name, address, and daytime telephone and emails of contact individuals.
2. Professional qualifications, to be compared and analyzed for ability to perform satisfactory services as required. These qualifications should include:
  - a. General description of firm including company organization structure, company size and history, recent experience with comparable types of work.
  - b. Identification of key personnel who will be responsible for the deliverables.
  - c. Evidence of general liability and professional liability insurance.
  - d. References from comparable projects with comparable scopes of services.

All proposals must be received at Lander City Hall, Attn: RaJean Strube Fossen, 240 Lincoln Street, Lander, Wyoming 82520, with an electronic file to [rsfossen@landerwyoming.org](mailto:rsfossen@landerwyoming.org), telephone (307) 332-2870 Ext 2, by November 15th, 2023, no later than 5:00 p.m.

Upon the request of and at the discretion of The City of Lander, proposers may be required to supply additional information, or to make assigned personnel available for interviews, or to make additional or supplemental submissions under secondary selection criteria, if deemed necessary by the selection committee.

The City of Lander reserves the unilateral right to accept or reject any or all proposals, make substitutions and waive informalities and technicalities as will be in the best interest of the City of Lander, and to accept the proposal which is deemed to be in the best interest of the City of Lander.

The City of Lander is an Equal Opportunity Employer and does not discriminate based on race,

color, national origin, sex, religion, age and handicapped status in employment or the provision of services.

The City of Lander does not discriminate based on handicapped status in the admission or access to, or treatment or employment in, its programs or activities. The City of Lander has an employee designated to coordinate compliance with the nondiscrimination requirements contained in Section 504 of the ADA regulations.

Rachelle Fontaine  
City Clerk

Lander Journal and Riverton Ranger  
Saturday, October 7, 2023  
Saturday, October 14, 2023

Casper Star Tribune  
Sunday, October 8, 2023  
Sunday, October 15, 2023