



CASPER-NATRONA
COUNTY HEALTH DEPARTMENT

Request for Proposal
Professional Architectural Design Services
For a New Casper-Natrona County Health Department Building
Casper, Wyoming

RFP Issue Date: March 30, 2023
Proposal Submittal Deadline: May 3, 2023 – 4:00 pm

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REQUEST FOR PROPOSALS

Professional Architectural Design Services For a New Casper-Natrona County Health Department Building Casper, Wyoming

1. INTRODUCTION

- a. Natrona County (hereafter called the Owner) as an agency of Natrona County, Wyoming is soliciting qualifications and proposals from architectural firms (hereafter called the Architect) licensed in the State of Wyoming for the furnishing of architectural services for the design, development of construction documents, bidding assistance and administration of the construction contract for a one story, approximately 35,000 sf new facility on the corner of 12th and Conwell Streets in Casper, Wyoming, to be operated by the Casper-Natrona County Health Department (“CNCHD”). The site is approximately 8 acres and will be acquired by the County from the City of Casper on or before May 19, 2023.
- b. Natrona County intends to enter into a contract with the selected firm that is determined to be the best qualified responsible proposer with the lowest price. The County and CNCHD are seeking certain information whereby such professional service capabilities can be evaluated. Architectural firms desiring to submit proposals shall follow the outline and instructions as follows, furnishing all requested information. All proposals will become the property of the Casper-Natrona County Health Department and Natrona County.

2. BACKGROUND

- a. The Programming Phase has already been completed and the formal Programming Document, dated December 7, 2021 is to be used as the basis of the initial and pre-design information for this project and is included as Attachment A of this RFP. An updated space program and site program is included as Attachment B. As a result of the Programming Phase, a Site Concept Plan and a preliminary design of the overall floor plan is included as Attachment C.
- b. Pursuant to the Memorandum of Understanding for the Transfer of Property between the City of Casper and Natrona County (“MOU”), the County will build a site barrier fence along the entire north border of the property transferred. The fence shall not be chain link and shall be acceptable to the City. A copy of the MOU is included as Attachment D.
- c. A copy of a survey of the property and the survey of the sanitary sewer and storm sewer easement are included as Attachment E and F respectively.

3. FUNDING AND TIMELINE FOR SPENDING FUNDS

- a. The Owner is anticipating a total project cost in the range of \$25m to \$32m, inclusive of all administrative costs, fees, construction, site development, FF&E, contingencies and anticipated start-up operating costs. Acquisition of the land will not be included in the total project cost. The Owner has accumulated \$23m to date through county funds,

department funds, and federal/state ARPA funds. The remainder of the required funds will be obtained through other sources, depending on the final projection of the total project budget.

- b. Because there is ARPA money involved, there are schedule stipulations that must be met. The two critical deadlines are that the money must be obligated (encumbered and committed) by December 31, 2024 and must be fully spent no later than December 31, 2026.

4. SCOPE OF SERVICES

a. GENERAL

- 1) The services of the Architect consist of the architectural design, and structural, mechanical, and electrical engineering services. In addition, the site survey, geotechnical investigation, cost estimating, civil engineering, IT, security system, fire protection, and landscape design services are to be included. As part of the design process and for the CNCHD's use in procurement, layouts of all furniture within each space or room are to be included. The development of furnishings specifications to establish quality conformance and competitive bidding is **not** included as part of this project.
- 2) The Architect shall develop, in consultation with the Owner, an overall project schedule for all design phases, contractor procurement (bidding) and construction and shall monitor and maintain this schedule throughout its duration.
- 3) The Architect shall work with the governmental authorities required to approve the Construction Documents and the entities providing utility services to the Project. In designing the Project, the Architect shall respond to applicable design requirements imposed by such governmental authorities and by such entities providing utility services.
- 4) The Architect shall develop the project utilizing sustainable design strategies where appropriate. The Project is not anticipated to be LEED Certified.
- 5) The Architect shall prepare the design and drawings, including record as-built drawings (at the end of construction) utilizing 3D computer modeling software.

b. SPECIFIC PHASED SERVICES (to be included by not limited to):

- 1) SCHEMATIC DESIGN PHASE SERVICES
 - a. Prior to beginning the Schematic Design, the Architect shall review the program and initial concept and prepare preliminary design plans for the building and site, evaluate the schedule and budget for the Cost of the Work, project site, and the proposed procurement or delivery method of Design-Bid-Build.
 - b. Schematic Design Documents shall consist of drawings and other documents including a site plan and preliminary building plans, sections and elevations; and may include some combination of perspective sketches or digital modeling. Preliminary selections of major building systems and construction materials shall be noted on the drawings or described in writing.

- 2) DESIGN DEVELOPMENT PHASE SERVICES
 - a. Upon the Owner's approval of the Schematic Design Documents, the Architect shall prepare Design Development Documents.
 - b. The Design Development Documents shall illustrate and describe the development of the approved Schematic Design Documents and shall consist of drawings and other documents including plans, sections, elevations, typical construction details, and diagrammatic layouts of building systems to fix and describe the size and character of the Project as to architectural, structural, mechanical and electrical systems, and such other elements as may be appropriate. Include outline technical specifications that identify major materials and systems and establish in general their quality levels.
- 3) CONSTRUCTION DOCUMENTS PHASE SERVICES
 - a. Upon the Owner's approval of the Design Development Documents the Architect shall prepare Construction Documents that illustrate and describe the further development of the Design Development Documents, consisting of Drawings, technical specifications, and bidding requirements and obligations.
- 4) ADVERTISING AND BIDDING PHASE SERVICES
 - a. The Architect shall assist the Owner in publishing the advertisement, bidding documents and all addenda and is responsible to send advanced notice of the project to all potential bidders, hereby soliciting interest in the project.
 - b. The Architect shall arrange for and conduct a pre-bid conference for all interested bidders and shall prepare addenda as necessary updating the project documents.
 - c. The Architect shall assist the Owner in opening, tabulating, and evaluating all bids received.
 - d. The Architect shall assist the Owner in the preparation and execution of all contracts and agreements, including the issuance of insurance and bond documents.
- 5) CONSTRUCTION ADMINISTRATION PHASE
 - a. The Architect shall consult with and advise the Owner and act as the Owner's representative in the general administration of the construction contract, including conducting periodic observations of the construction for conformance to the construction documents.
- 6) POST-CONSTRUCTION ADMINISTRATION PHASE
 - a. The Architect (and major subconsultants) shall perform warranty period inspections for completed construction, during a one (1) year period after Final Completion of the construction phase and shall conduct a walk-through inspection with the general contractor during the 11th month following Final completion.

5. FORMAT FOR PROPOSAL

- a. All Proposers are responsible for preparing an effective, clear, and concise proposal. The Proposer shall submit one (1) bound original signed proposal, six (6) bound

copies and one digital pdf copy on a single USB thumb drive. The proposal shall contain no more than 20 double sided pages. A cover page, back cover and Letter of Interest do not count in the total 20 maximum pages.

b. The following information shall be included:

1. Letter of Interest: Include a one-page signed cover letter expressing the Architect's interest in being considered for the project. Include a statement regarding the Architect's availability to dedicate time, personnel, and resources to this effort. The letter of interest must include a commitment to the availability of the Architect, all key project staff and subconsultants to provide specified services.
2. Project Team: Include the name, discipline and contact information of all key personnel of the Architect and all subconsultants proposed for this project. Include information about their specific relevant experience and qualifications.
3. Project Manager: A Project Manager must be designated and must be the principal contact for the project. Provide information on the experience of the Project Manager (on similar projects) and at least two references with contact information.
4. Work Plan and Approach: Discuss your team's understanding of the proposed project and scope of services. Describe your approach to completing the project including, but not limited to, methodologies, technologies, key milestones and processes you would employ. Describe what information you would expect the CNCHD to supply or be responsible for.
5. Relevant Experience: Include information describing the Architect's and subconsultant's experience that pertains to the disciplines described in the scope of work of this RFP, including projects completed within the municipal and public sector. Provide a minimum of five (5) specific examples of the Architect's relevant and similar experience with completed projects of similar size, scope, and complexity. Include the agency or municipality, contact person, address, phone number, e-mail for whom the service was provided, as well as a description of the service performed, the approximate dollar amount of the contract, and the date of performance.
6. Proposed Schedule for the Project: Using the dates provided in the timetable below for selecting and contracting with the Architect and the dates of Dec. 31, 2024 for obligating (encumbering and committing) the project funds and Dec. 31, 2026 for fully spending the project funds, provide an opinion of a total project schedule from the Architects selection through the Post-Construction Phase.
7. Opinion of Probable Costs for the Project: Considering all aspects of this project, provide an opinion of all probable costs for this project, otherwise known as an opinion of the total project budget that the Owner should expect.

6. PROFESSIONAL FEES

- a. In submitting a proposal for this project, the Architect shall prepare, using the format and line items below, and enclose **in a Separate Sealed Envelope**, a **Total All-Inclusive Not to Exceed Maximum Fee**. The fee is to contain all pricing information relative to performing the scope of work as described in this RFP. The total all-inclusive maximum not to exceed fee is to contain all direct and indirect costs of each phase, including all out-of-pocket expenses. The cost proposal should be inclusive of all meetings, conference calls, site visits, travel, accommodations, meals, deliverables and any other associated expenses of the Architect and all of their subconsultants. Invoicing for the project is to be based on the phase totals, invoiced monthly per the percentage completed that month.

<u>SCOPE OF SERVICE PHASE</u>	<u>FEE</u>
Schematic Design	\$ _____
Design Development	\$ _____
Construction Documents	\$ _____
Advertisement and Bidding	\$ _____
Construction Administration	\$ _____
Post-Construction Administration	\$ _____
Total Stipulated Fee, including all subconsultants and expenses (expenses of both Architect and all subconsultants):	\$ _____

7. TIMETABLE

RFP Issued	March 30, 2023
Deadline for submitting questions by email to the Owner	April 20, 2023 by 5:00 pm
Owner’s deadline for responding to questions by email	April 24, 2023 by 5:00 pm
Addendum issued (if necessary)	No later than April 25, 2023
Proposal Submittal Deadline	May 3, 2023 by 4:00 pm
Owner’s deadline for shortlisting three proposals	May 5, 2023
In-person Interviews	May 23, 2023
Notify selected firm	June 7, 2023 (no later than)
Agreement signed by County Commission	June 20, 2023

8. SUBMISSION OF PROPOSAL

Proposals submitted by facsimile or emails are not acceptable and will not be considered. The original signed proposal, six (6) duplicates and one (1) digital pdf version on a USB thumb drive are to be submitted in a sealed package with the name of the Architectural firm and RFP titled **“Professional Architectural Design Services for a New Casper-Natrona County Health**

Department Building, Casper, Wyoming” clearly marked on the outside of the package. A separately sealed envelope titled “Cost Proposal of (firm name)” shall be included within the larger sealed envelope.

- a. The Proposal shall be received at the Casper-Natrona County Health Department **by 4:00 p.m. local time on May 3, 2023** for a proposal to be considered. The Proposal should be addressed as follows:

**Anna Kinder, Executive Director
Casper-Natrona County Health Department
475 S. Spruce St.
Casper, WY 82601**

9. SELECTION PROCESS

- a. The selection of the short list of proposers will be based upon the following items and point totals (80 points total):
 1. Adherence to proposal format (10 pts)
 2. Project team qualifications (10 pts)
 3. Team management/organization (10 pts)
 4. Demonstrated experience with projects within the municipal and public sector (15pts)
 5. Project understanding and approach (10 pts)
 6. Community involvement of the primary firm (5 pts)
 7. Completeness of Project Schedule (10 pts)
 8. Completeness of the Opinion of Probable Costs (10pts)
- b. A minimum of three (3) firms will be short-listed and invited to interview on the basis of the proposal submittals and the scores received. Upon selection of the top three (at a minimum) firms, the fee proposals for these firms shall be opened and evaluated prior to the interviews. A separate list of criteria for the evaluation of the short-listed firm interviews will be provided to the short-listed firms prior to their interviews. The fee proposal will receive the highest weight of criteria to be considered.
- c. Fee proposals for firms not shortlisted shall be returned unopened. No prospective proposer shall withdraw his proposal or fee for a period of sixty (60) days after the deadline for proposal submittals.

10. GENERAL TERMS

- a. In making a proposal, the Architect hereby certifies that they have reviewed this RFP and is familiar with all conditions contained therein.
- b. This RFP is intended to provide a concise set of instructions to guide proposers through the development of proposals in a fair and respectable manner.
- c. Proposals must be responsive to the Owner’s request. The Owner shall determine the most responsive and qualified firm providing the best service at the most reasonable cost. Cost alone will not be the determinative factor.

- d. 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 all known proposers. The Owner reserves the right to change submission date(s) or other requirements for any reason, including providing Addenda or Supplements to the RFP.
- e. Late proposals will not be accepted. It is the responsibility of the Architect to ensure that the proposal arrives prior to **4:00 p.m., local time, May 3, 2023.**
- f. Natrona County and the Casper-Natrona County Health Department 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 Owner. This request for proposals does not obligate the Owner to award a contract or complete the project and the Owner reserves the right to cancel the solicitation if deemed in its best interest.
- g. All material submitted regarding this RFP becomes the property of the Owner and will only be returned to the Architect at the Owner's option. Responses may be reviewed by any person after the final award has been made.
- h. The Owner is not liable for any costs incurred by the Architect prior to issuance of an agreement, contract, or purchase order.
- i. The contents of the proposal of the successful Architect may become contractual obligations if the Owner wishes to execute a contract based on the submitted proposal. Failure of the successful Architect to accept these obligations in a purchase agreement, purchase order, contract, or similar instrument may result in cancellation of the award, and such Architect may be removed from future solicitations.
- j. The Owner reserves the right to contact any reference or any client listed in the documents for information which may be helpful in evaluating the Architect's performance on previous assignments.
- k. Neither the County nor CNCHD waives the immunity provided by the Wyoming Governmental Claims Act, Wyo. Stat. §§ 1-39-101, et seq. or any other immunity; both retain the right to assert immunities as a defense.

11. MODIFICATION OR WITHDRAWAL OF PROPOSAL

- a. A Proposal may be withdrawn by an appropriate document duly executed and delivered in the same manner that a Proposal must be executed and delivered, prior to the date and time for the opening of the Proposals. Upon timely receipt of such notice, the unopened Proposal will be returned to the Proposer.
- b. If a Proposer wishes to modify its Proposal prior to Proposal opening, Proposer must withdraw its initial Proposal in the manner specified and submit a new Proposal prior to the date and time for the opening of the Proposals.

- c. If within 24 hours after the Proposals are opened any Proposer files a duly signed written notice with The Owner and promptly thereafter demonstrates to the reasonable satisfaction of The Owner that there was a material and substantial mistake in the preparation of its Proposal, that Proposer may withdraw its Proposal and the evaluation process may continue as to the remaining proposals.

12. PROPOSALS TO REMAIN SUBJECT TO ACCEPTANCE

- a. All Proposals will remain subject to acceptance by the County throughout the period of time stated for the evaluation and Award of Contract, unless properly withdrawn pursuant to provisions of this RFP.

13. REJECTION OF ALL PROPOSALS; DISCREPANCIES

- a. The Owner reserves the right to reject any or all Proposals, including without limitation, nonconforming, nonresponsive, unbalanced, or conditional Proposals. The Owner will reject the Proposal of any Proposer that the Owner finds, after reasonable inquiry and evaluation, to not be responsible. If Proposer purports to add terms or conditions to its Proposal, takes exception to any provision of the RFP Documents, or attempts to alter the contents of Contract Documents for purposes of evading requirements of the Proposal, then the Owner will reject the Proposal as nonresponsive; the Owner also reserves the right to waive minor irregularities not involving substantive requirements of the RFP.

14. AWARD OF CONTRACT

- a. If the Final Contract is awarded, the County, through formal action by the Board of County Commissioners at the regularly scheduled meeting, will issue a Notice of Selection to the Proposer whose Proposal is in the best interests of the County and the Project, and pursuant to the procedures set forth in this RFP.
- b. If the Contract is not awarded to the first Successful Proposer as set forth in the RFP, the Owner will give the next selected Successful Proposer a Notice of Selection within 15 days after the first Successful Proposer fails to receive the Award of Contract, and so on until a Successful Proposer is approved by the BOCC with Award of Contract.

15. SIGNING OF CONTRACT

- a. When the Owner issues a Notice of Selection to the first or any succeeding Successful Proposer, it shall be accompanied by the unexecuted counterparts of the Final Contract of that Proposer along with the other Contract Documents as may be identified in the Final Contract. Within 10 days thereafter, that Successful Proposer shall execute and deliver the required number of counterparts of the Final Contract (and any insurance documentation required to be delivered by the Final Contract) to the County. Those copies of the Final Contract, executed by the Successful Proposer, shall be submitted to the Board of County Commissioners for discussion and potential Award at its next regularly scheduled meeting. Within 10 days of Award, the Owner shall deliver one fully executed counterpart of the Final Contract to Successful Proposer, concluding the

Award of Contract. The Owner and Successful Proposer shall then proceed on the Project as required by the Final Contract.

16. PROPOSAL COMPENSATION

- a. The County shall not pay Proposers any compensation for preparing or submitting a Proposal.

17. QUESTIONS

- a. All questions or requested clarifications regarding this RFP must be submitted in writing via e-mail **prior to 5:00 pm on April 20, 2023**. There will be no verbal answers or clarifications given either in person or via telephone. **Please respect this request and do not call with questions, only submit via email**. All answers, clarifications or explanations will be issued in an addendum document no later than 5:00 pm on April 25, 2023.
- b. Address all questions or requests for clarifications via **email only** to:

**Anna Kinder, Executive Director
Casper-Natrona County Health Department
akinder@cnchd.org**

END OF REQUEST FOR PROPOSAL



CASPER-NATRONA
COUNTY HEALTH DEPARTMENT

PROGRAMMING DOCUMENT



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Project Stakeholders

MOA ARCHITECTURE and our entire team would like to thank the staff and stakeholders that have contributed to the programming process. Below is a list of participants and stakeholders that have helped shape the decisions and direction for the new building. Thank you all for your support of this project!

Natrona County Commissioners

Paul Bertoglio, Chairman
Brook Kaufman, Vice Chair
Rob Hendry, Commissioner
Jim Milne, Commissioner
Dave North, Commissioner

Board of Health

Mike Cometto, CPA-Chair
Christie Nelson, PharmD-Vice-Chair
Tia Hansuld, FNP
Andy Dunn, MD, MS, MHS
Matthew Wold, DMD, MPH

County Health Officers

Mark Dowell, MD Deputy County Health Officer
Ghazi Ghanem, MD
Martin Ellbogen, MD

CNCHD Staff

Anna Kinder, MS, OTR/L, Executive Director
Mary Ann Lembke, RN, BSN
Hilary Cage, RN
Tammy Smith, BS
Hailey Bloom, MPH
Ruth Heald, BS, REHS
Tonya Nolen, RN

1. Executive Summary

A. Existing Building Assessment

The Casper-Natrona County Health Department is committed to protecting and enhancing the public health and well-being in Casper and Natrona County. The existing **Casper-Natrona County Health Department building** was constructed in 1977. An addition to the original building was completed in 2000 that expanded the administrative office space for a total of 14,000 gross square feet. Currently the building appears to have inadequate lobby space, a shortage of supply storage spaces, poor natural lighting, a shortage of off-street parking, and problematic wayfinding signage and layout. Recent demands on testing and vaccinations have led to exterior testing and treatments being provided through a temporary office trailer located off the alley side of the building. This location leads to problems with traffic and disrupts utility service vehicles that cannot access the alley because of the queuing of vehicles that block vehicular traffic patterns. An expansion onto the existing building would be problematic because it is land locked.

B. Recommended Building Size

The proposed **Total Building Area** for a new facility is **68,312** square feet. The building area is made up of 49,718 square feet of space dedicated to the health department and 18,594 square feet of space for other community partners that provide complimentary services to for clients of the health department and a general private provider physician's office. The new health department will have a **capacity of up to 91** staff members which is over double the current personnel of 45.

C. Recommended Site Size

The recommended **Site Area** is based on similar medical office buildings of this nature, staff vehicle parking needs, site access needs and queuing for testing and treatment services at drive-through kiosks. The site will need to be able to accommodate parking for 281 spaces of staff and visitor parking along with an additional 55 spaces for staff vehicles owner by the County Health Department for a total of 336 parking spaces. The site also needs to accommodate space for a generator. The potential site would also accommodate an addition to the building and room for an expanded parking lot to accommodate the additional square footage. The total site size recommended is between 7-9 acres. The site would best serve the community at a location near the city center on or near an arterial road with access to public transportation and a bus stop.

D. National Association of County and City Health Officials (NACCHO) Survey Summary

The three tiers of data collection and analysis presented in the CNCHD Quality Improvement Needs Assessment that pertain to physical design considerations, building and workspace layout have been included in the programming document. Staff specific recommendations included items such as an open floor plan with more access to natural light, alternative meeting spaces, common areas to improve staff interaction, a fitness room, and additional clinic and storage space. Community specific recommendations included items such as providing small meeting space and public restrooms near the front desk, providing more or better parking accommodations onsite, and co-locating with other complimentary services.

E. Department Summaries

1. Adult Health

The Adult Health Division provides LT 101 evaluations that is a required service by a public health entity. The LT101 Level of Care Assessment instrument was developed by the Division of Healthcare Financing (Division) to establish standardized methods for measuring an individual's level of functional impairment and to ensure statewide consistency in the level of care evaluation process. The information obtained from the LT101 Level of Care Assessment instrument is used in the Division's determination of whether an applicant or participant requires, or continues to require, the services or level of care provided in a nursing facility. Adult Health currently has two staff members and is projected to grow by one additional staff member in the next 5 years. They need access to client meeting space and have file storage needs that can be shared with total building storage.

2. Communicable Disease Unit

This division provides education, prevention, and treatment programs for diseases spread from one person to another: including STD, HIV and Fluid transmissible diseases. It provides evidence-based health education to all clients aimed at reducing risk behaviors, including unprotected sex, multiple sex partners, injection drug/needle use, tobacco/alcohol/drug use, unsterile tattooing, and others. It additionally provides comprehensive case management services for individuals that qualify for the Ryan White HIV comprehensive program. Referred to internally as Expedition, they currently have one staff member dedicated to just Expedition and is projected to grow by three additional staff members in the next 5 years. The Wyoming AIDS Education and Training Center, that covers statewide education and resources in order for healthcare providers to have the most up-to-date information on HIV. They have a need for a large, dedicated storage closet for Community Event supplies.

two staff members and is projected to grow by as many as six additional staff members in the next 5 years. They need access to a training or classroom space and have some dedicated storage needs.

3. Disease Prevention Clinic Summary

The Community Clinic provides specific health services to the community. It provides Family Planning services, evaluation and treatment of STD's, TB evaluation and treatment, all childhood required immunizations, adult immunizations, immigration, and traveler's health. The Disease Prevention Clinic is a federally funded Title X Family Planning program that helps young women and men with reproductive health concerns: preventing pregnancy, prevention of sexually transmitted diseases, treatment of sexually transmitted diseases, general health concerns, emergency contraception, HIV testing and counseling, abstinence education, prevention of sexual coercion and abuse The Clinic currently has five staff members, a manager and four nurses as well as three clerical support staff that are located at the front desk. There is a need for this department to grow by as many as six additional staff members in the next 5years. The square footage outlined will support up to a three-physician practice and includes 4 exam rooms, an office for tele-health, and two procedure rooms.

4. COVID 19

The COVID 19 Response Team provides community education, testing, vaccination and treatment. They currently have nine staff members and is projected to grow by five additional staff members in the next 5 years. There isa need to provide a safe and secure environment for rapid COVID testing clinic with limited

exposure to workers and public for the community.

5. Community Prevention

This department is multi-tiered. The emphasis of the main component of Prevention conducts activities designed to prevent the use, misuse, or abuse of tobacco, alcohol, and controlled substances, and activities designed to prevent suicide. This department currently has one staff member and is projected to grow by four additional staff members in the next 5 years. They need access to client meeting space, a training or classroom space. This department also encompasses the Wyoming Cancer Resource Services, which provides education and awareness programs and screening services for breast and cervical cancer, colo-rectal cancer, skin cancer, and evaluating exposure to Radon. The last tier is the Wyoming Cancer Coalition to build a coalition of providers and services in cancer that work to address the Statewide Cancer Plan and reduction of Cancer. Community Prevention has four staff members and is projected to grow by two additional staff members in the next 5 years. They need access to client meeting space, a training or classroom space and have dedicated department storage needs.

6. Emergency Preparedness

The Public Health Preparedness Program at the Casper-Natrona County Health Department is responsible for writing, implementing, testing, and updating all disaster preparedness plans. Emergency Preparedness currently has two staff members and is projected to grow by three additional staff members in the next 5 years. There is a need for a large storage closet for supplies and access to a large training space.

7. Environmental Health

The Environmental Health Division serves as the regulatory arm of the health department and is responsible for the licensure and inspection of food service establishments (including mobile units and temporary food events), commercial lodging, campgrounds, daycares, swimming pools/spas/aquatic facilities, and tattoo/body art establishments. It is also responsible for approving septic installations and inspections. Environmental Health currently has five staff members and is projected to grow by three additional staff members in the next 5 years. There is a need for a dedicated storage closet for supplies and access to a meeting space.

8. Financial

The Finance Department currently has three staff members and is projected to grow by two additional staff members in the next 5 years. They have a need for a large, dedicated storage closet for supplies and access to meeting space.

9. Maternal & Child Health (MCH)

Maternal and Child Health Assesses, monitors, and improves the health and well-being of mothers, infants, children, and adolescents. This department currently has five staff members and is projected to grow by two additional staff members in the next 5 years. They have a need for a large, dedicated storage closet for department supplies.

10. Administration and Building Support Spaces

The current Health Department building is supported by an executive director and one clerical support staff that is shared with finance and is located at the front desk. Other spaces identified include a dedicated office for Board of Directors Office, a Consult Room near the front desk, Conference Rooms, a Training Room large enough to fit 75 people, and onsite secure and possible temperature-controlled Warehouse Storage. This section also includes shared support spaces such as a Lactation Room, Fitness Room, Kitchen, Laundry, Library and Vending Area.



11. Building Services

A building of this size will need a Facility Manager and a Security Officer onsite full time which is reflected in the growth projection. The program also outlines projected size requirements for spaces required to support the entire building such as public restrooms, housekeeping closets, elevators/stairs, mechanical rooms, electrical rooms, and water entry.

3. Building Program

A. Programming Process Description

MOA Architecture met with Casper-Natrona County Health Department to establish performance requirements and design criteria for a new health department building that would facilitate their projected 5-year growth. Part of this process included a tour of the existing Health Department facility, and meeting with Executive Leadership to establish goals and objectives for the project and outlining a decision-making process that helped to identify the features and functions desired for the finished building. We imagined the key activities for each of the eleven County Departments as well as all other support spaces that need to take place inside the building and ensured enough space is allocated for those purposes.

B. CNCHD Rapid Response Clinic and Warehouse Design Narrative

One key community activity that was identified to be lacking in the existing Health Department facility was a space that provides a safe and secure environment for rapid COVID testing. The lack of a central secure location for the Health Department to store supplies was also a common theme. Currently the County rents 450 square feet off-site at a local U-haul storage center.

Rapid Response Clinic:

The intent of the Clinic is to provide a drive-through space, sheltered from the weather, for point of care testing. Double lane drive through options were studied to determine the most efficient and safe flow for patients in vehicles and for staff who are attending to the patients in their vehicles. While a single lane option was studied, the double lane concept provides more patient capacity and flexibility and does double duty for truck deliveries and circulation for the warehouse.

The Clinic layout will need to support a process flow that responds to patient needs, staff needs, and system needs.

Patient Needs: During the rapid testing process, the patient requires reassurance, orientation, education, and confirmation. Reassurance that the clinic will help them cope with the anxiety that arises from the possibility of having COVID-19. Orientation to the process flow of the testing site. Education on COVID-19 to make the best decisions for protecting themselves and their loved ones. And, lastly, confirmation on whether they have contracted the virus.

Staff Needs: Staff will need defined roles and responsibilities, safety from contamination, escalation pathways, comfort, and knowledge transfer. Defining where staff responsibilities begin, and end and the knowledge that the process and space is designed to keep them safe from contamination, will reduce fatigue and errors. Staff must also know that there are protocols in place for handling issues that are not under their control. The process must also support protection from weather, and a comfortable working environment. Lastly, the ability to learn from their colleagues to continuously improve the flow and safety of patients and staff must be supported.

System Needs: The system will require self-adjusting protocols, capacity management, and privacy. The system needs to be able to automatically adjust to changes in patient volumes and availability of testing kits, PPE, and staffing. The system must be able to manage surges and declines in patient demand. And provide for patient privacy.

The layout of the clinic will need to be designed to support six cars inside the building at one time in a linear flow that allows for two cars to be simultaneously processed through intake, collection, and education. It is recommended that screening, to determine if the patient's self-described symptoms meet the criteria for COVID-19 testing, be conducted remotely by phone or on-line, to streamline the on-site functions and flow.

Staff functions will need to be located between two drive aisles to minimize travel distances and to maximize safety for staff by preventing staff from having to cross vehicle flow to access non-testing functions.

Intake is the first in-person point of contact where patient information for testing and follow up is obtained and where any medical conditions can be assessed that might preclude a patient from testing. It should be located adjacent to the Staff Office and far enough inside the building to ensure the patient's vehicle is fully within the shelter of the building.

Collection is the second and primary patient contact step and therefore carries the highest risk for staff contamination. It should be located adjacent to a large Ante Room that allows for physical separation of the clean and dirty functions, including donning and offing of PPE, and processing of testing materials. It should be located adjacent to the Clean Supply and Soiled Utility rooms and Test Supply Storage for ease of access and continued separation of clean and dirty materials.

Education is the last point of contact between patient and staff and is where staff can provide consultation and education to address patient needs after leaving the clinic for self-protection and/or obtaining medical intervention for comorbidities or severely ill patients. It should be located adjacent to Receiving with space for a workstation and storage of educational materials.

Sidewalks will be provided on either side of the staff areas and the drive aisles and are adequately sized for pedestrian safety, both patient and staff.

The linear flow, open sight lines, adequately sized drive aisles and sidewalks, and signage identifying each station, are intended to reduce patient anxiety, support patient orientation, and provide a safe, comfortable, efficient and flexible space for rapid response testing.

Warehouse:

The warehouse portion of the building is designed to accommodate standard size pallets and forklift operation for maneuvering supplies to and from shelving. The length of the warehouse is predetermined by the length of the drive aisles for the clinic and the width of the warehouse is based upon providing maximum storage area and maneuverability of forklifts. This results in a building area of 1,260 square feet, storage area of 1,764 square feet and storage capacity of 7,056 cubic feet assuming standard forklift sizes and reach ranges.

To conserve on overall building square footage, the warehouse should be adjacent to one of the clinic's drive aisles providing weather protection for unloading of truck deliveries. An adjacent sidewalk between the drive aisle and storage area will provide space for forklift circulation between three bays of storage.

Security for the warehouse can be easily accomplished with the configuration of the clinic and warehouse either by secure fencing or secure wall construction.

The resulting floor plan for the Clinic and Warehouse will be a cost-effective building configuration that maximizes capacity, efficiency, and safety.

C. Community Programs/Partnerships

There is an opportunity to co-locate other community partners that provide complimentary services to clients of the health department within the new building. Programs and services lines may include WIC, Community Action Partners (CAP), a potential private Primary Care Clinic and Daycare Center. The total gross square footage of these programs will add an additional 18,594 square feet to the building.

D. Recommended Building Program

Casper Natrona County Health Department - Building Program

SPACE CATEGORY	Current Quantity	Projected Growth	Total Quantity	Unit Area (Sq Ft)	Net Area (Sq Ft)	COMMENTS:
1.1 Adult Health						
.01 Private Office / Adult Health Manager - Mary Ann Lambke	1		1	180	180	
.02 Workstation, Standard 6'x6' / Adult Health Nurse - Chris Fancher	1		1	50	50	
.03 Workstation, Standard 6'x6' / Future Growth		1	1	50	50	
.04 Dedicated Storage Closet						Shared with Building Storage
Department Personnel Sub-Total	2	1	3		280	
2.1 Communicable Diseases (Clinic)						
.01 Private Office / Communicable Disease Manager - Emma Burton-Hopkins	1		1	180	180	
.02 Private Office / DIS + Clerical	1	5	6	130	780	Some storage, training room
.03 Private Office / Expedition		1	1	130	130	Growth position not specified
.04 Training Room				750	-	(See Shared Meeting Room below)
.05 Dedicated Storage Closet						Shared with Building Storage
.06 Lateral Files: 5H x 48W			4	20	80	Open Area Storage. Lockable.
.07 Vertical Files: 4H x 15W x 24D			4	15	60	Open Area Storage. Lockable.
Department Personnel Sub-Total	2	6	8		1,230	
3.1 Community Clinic						
.01 Private Office / Medical Director - Vacant	1		1	180	180	Not here full time, maybe one day a week
.02 Private Office / Nurse Practitioner - Vacant	1	1	2	130	260	
.03 Private Office / Visiting Physician - Vacant		2	2	130	260	(1) Visiting (1) UW
.04 Workstation, Standard 6'x6' / Clinic Nurse - Bev Dunlap	1		1	50	50	
.05 Workstation, Standard 6'x6' / Clinic Nurse - Kendall Cousen	1		1	50	50	
.06 Workstation, Standard 6'x6' / Clinic Nurse - Allie Robinson	1		1	50	50	
.07 Workstation, Standard 6'x6' / Clinic Nurse - Vacant		3	3	50	150	
.08 Patient Intake/Vitals			2	60	120	
.09 Telehealth Office			1	120	120	Flex Exam
.10 Exam Room			4	120	480	100-120 NSF typical; sink and storage cabinetry.
.11 Rapid Testing Room / Small Procedure Room			1	120	120	100-120 NSF range (EKG, ultrasound, light therapy, etc.); sink.
.12 Large Procedure Room			1	180	180	140-180+ NSF range (echo/stress testing, cystoscopies, minor surgery, etc.); sink.
.13 Patient Toilet			1	55	55	ADA with Pass-Through to LAB
.14 Clinical Laboratory			1	250	250	80 NSF minimum; depends on scope of services and equipment.
.15 Lab Draw Station			1	40	40	40 NSF minimum per chair; curtained or semi-enclosed; blood drawing, injections, etc. Sink
.16 Med Prep			1	120	120	
.17 Point Of Care			1	180	180	
.18 Clean Supply			1	120	120	80 NSF minimum; allow 10 NSF per exam/procedure space.
.19 Soiled Utility			1	80	80	50 NSF minimum; allow 5 NSF per exam/procedure space.
.20 Equipment Alcove			1	20	20	Crash cart
.21 Equipment Processing / Sterilization						Adjacent to Lab
Soiled Equipment Holding Area			1	100	100	80-150 NSF depending on volume.
Equipment Washing/Disinfecting Area			1	120	120	100-150 NSF; sink and work counter.
Equipment Holding Area			1	20	20	
Dispatch Workstation			1	60	60	40-60 NSF; additional stations required for high-volume services.
.22 Dedicated Storage Closet						Shared with Building Storage
Department Personnel Sub-Total	5	6	11		3,185	

4.1 COVID Response Team					COMMENTS:			
.01	Workstation, Standard 606 / All COVID - Joe Kinder	1	1	50	50			
.02	Workstation, Standard 606 / All COVID - Taylor McCabe	1	1	50	50			
.03	Workstation, Standard 606 / All COVID - Ashton Quirk-Nigicus	1	1	50	50			
.04	Workstation, Standard 606 / All COVID - Heidi Schaffer	1	1	50	50			
.05	Workstation, Standard 606 / All COVID - Jenni Trimmer	1	1	50	50			
.06	Workstation, Standard 606 / All COVID - Shelby Benstrom	1	1	50	50			
.07	Workstation, Standard 606 / All COVID - Future Growth	1	1	50	50			
.08	Private Office / COVID Contact Tracing - Dairna Guick	1	4	50	200			
.09	Private Office / COVID Contact Tracing - Bob Johnson	1	1	130	130			
.10	Workstation, Standard 606 / COVID Nurse - Shelby Myers	1	1	130	130			
.11	Private Office / COVID Contact Tracing - Vacant	1	1	50	50			
.12	Dedicated Storage Closer	1	1	130	130			
				160	160			
Department Personnel Sub-Total					9	5	14	1,100
4.2 COVID Response Clinic					COMMENTS:			
.01	Clean Supply	1	1	120	120			
.02	Sorted Utility	1	1	80	80			
.03	Ants Room	1	1	200	200			
.04	Ants Room	1	1	200	200			
.05	Testing (SBBES)	3	3	200	150			
.06	Workstation, Standard 606 / Files	1	1	70	70			
.07	Receiving	1	1	200	200			
.08	Staff Table	2	2	50	100			
.09	Intake	2	2	75	50			
.10	Collection	2	2	75	50			
.11	Collection	2	2	75	110			
.12	Education/Consult	2	2	75	50			
.13	EVS (Housekeeping)	2	2	75	50			
.14	Dive Assets	2	2	690	1,380			
Department Equip/Storage Sub-Total								2,740
5.1 County Health					COMMENTS: Close to Communicable Diseases (Clinic)			
.01	Workstation, Standard 606 / Wyoming Cancer Coalition Coordinator (WYCC) - Gamet Paste	1	1	50	50			
.02	Private Office / HIV Case Management - Vacant	1	2	130	260			
.03	Workstation, Standard 606 / Wyoming AIDS Education and Training Center (WYAETC) - Lauren Schill	1	1	50	50			
.04	Training Room (WYAETC)	1	0	750	-			
.05	Workstation, Standard 606 / Wyoming Cancer Resource Services (WCRS) - Haley McKee	1	1	50	50			
.06	Meeting Space	1	1	300	300			
.07	Private Office / County Health Officer - Mark Dowell	1	1	180	180			
.08	Dedicated Storage Closer (WCRS Materials)	1	1	300	300			
Department Personnel Sub-Total					4	2	6	890
6.1 Disease Prevention					COMMENTS:			
.01	Private Office / Disease Prevention Manager - Vacant	1	1	180	180			
.02	Private Office / Future Growth	3	3	130	390			
.03	Dedicated Storage Closer	1	1	300	300			
Department Personnel Sub-Total					1	3	4	870
7.1 Emergency Preparedness					COMMENTS:			
.01	Private Office / Manager	1	1	180	180			
.02	Workstation, Standard 606 / Joel Rice	1	1	50	50			
.03	Workstation, Standard 606 / Future Growth	1	3	50	150			
.04	Classroom	1	1	1,000	-			
.05	Fit Testing Room	1	1	120	120			
.06	Dedicated Storage Closer	1	1	300	300			
Department Personnel Sub-Total					2	3	5	800
8.1 Environmental Health					COMMENTS:			
.01	Private Office / Environment Health Manager - Ruth Heald	1	1	180	180			
.02	Workstation, Standard 606 / EH Assist - Shelley Smith	1	1	50	50			
.03	Meeting Space	1	1	450	450			
.04	Workstation, Standard 606 / Inspector - Leah Smith	1	1	50	50			
.05	Workstation, Standard 606 / Inspector - Ralph Stanley	1	1	50	50			
.06	Workstation, Standard 606 / Inspector - Whitney Long	1	1	50	50			
.07	Workstation, Standard 606 / Inspector - Lindsey Strong	1	1	50	50			
.08	Workstation, Standard 606 / Inspector - Future Growth	1	3	50	150			
.09	Dedicated Storage Closer	1	1	150	150			
.10	Lateral Files: 5H x 48W	5	5	20	100			
.11	Vertical Files: 4H x 15W x 24D	3	3	15	45			
Department Personnel Sub-Total					7	3	10	1,325

9.1 Financial						COMMENTS:
.01 Private Office / Finance Office Manager - Tammy Smith	1	1	180	180		Safe, lateral files, meeting space, HR (Tommy Oversees Admin & works closely with Anna)
.02 Private Office / Finance Assist - Lee Anne Bayne	1	1	130	130		
.03 Private Office / Billing Specialist - Amanda May	1	1	130	130		
.04 Private Office / Future Growth		2	2	130	260	
.05 Meeting Space				450	-	(See Shared Meeting Room below)
.06 Dedicated Storage Closer		1	200	200		
.07 Lateral Files: 5H x 48W		3	20	60		
.08 Shred Bins		2	15	30		
.09 Copier		1	50	50		
Department Personnel Sub-Total	3	2	5	1,020		

10.1 Maternal and Child Health (MCH)						COMMENTS:
.01 Private Office / Maternal Child Health Manager - Tanya Nolan	1	1	180	180		
.02 Workstation, Standard 6x6 / Future Growth		2	2	50	100	
.03 Workstation, Standard 6x6 / MCH Nurse - Kimberly Little	1	1	50	50		
.04 Workstation, Standard 6x6 / MCH Nurse - Heather Huber	1	1	50	50		
.05 Workstation, Standard 6x6 / MCH Nurse - Connie Wilmes	1	1	50	50		
.06 Workstation, Standard 6x6 / MCH Admin Asst - Ami Willardson	1	1	50	50		
.07 Dedicated Storage Closer		1	500	500		Currently 300 SF - HUGE storage requirements
Department Personnel Sub-Total	5	2	7	980		

11.1 Prevention						COMMENTS:
.01 Private Office / Prevention Manager - Hailey Bloom	1	1	180	180		Storage, classroom, meeting space
.02 Workstation, Standard 6x6 / Specialist		2	2	50	100	
.03 Workstation, Standard 6x6 / Admin	1	1	50	50		
.04 Workstation, Standard 6x6 / Data	1	1	50	50		
.05 Classroom				1,000	-	(See Shared Meeting Room below)
.06 Meeting Space				450	-	(See Shared Meeting Room below)
.07 Dedicated Storage Closer		2	200	200		Shared with Building Storage
Department Personnel Sub-Total	1	4	5	380		

12.1 Administration						COMMENTS:
.01 Private Office / Front Desk Lead - Nicole Christensen (Check-out)	1	1	130	130		Private Office near Check-Out to catch up on paperwork
.02 Workstation, Standard 6x6 / Front Desk - Janet Utech (Check-in)	1	1	50	50		
.03 Workstation, Standard 6x6 / Front Desk - Open Clinic Clerical - Vacant		1	1	50	50	
.04 Workstation, Standard 6x6 / Front Desk - Open Admin Asst - Vacant		1	1	50	50	Ties to Tammy and Anna
.05 Private Office / Lead Clerical - Vacant	1	1	50	50		vipitation for Front Desk Lead
.06 Private Office / Executive Director - Anna Kinder	1	1	250	250		Need meeting space, need storage, not near reception
.07 Meeting Space				450	-	(See Shared Meeting Room below)
.08 Private Office / Board of Directors - Vacant		0	130	-		Private office for Board Members
.09 Consult Room		1	120	120		At Reception for Private Patient Conversation
.10 Dedicated Storage Closer		1	250	250		Currently 230 NSF
.11 Copiers		2	30	60		
.12 Shred Bins		2	15	30		TBD if these need to be dedicated
.13 Lateral Files: 5H x 48W		6	20	120		Open Area Storage. Lockable.
.14 Vertical Files: 4H x 15W x 24D		10	15	150		Open Area Storage. Lockable.
Department Personnel Sub-Total	4	2	6	1,310		

12.2 Shared Meeting Rooms						COMMENTS:
.01 Large Conference (up to 24 people)		1	950	950		Sub-divide to create two Medium size conference rooms
.02 Medium Conference (up to 16 people)		0	450	-		(See Large Conference Room) Administration, Environmental Health, Financial, Prevention, County Health
.03 Small Conference (up to 8 people)		2	200	400		
.04 Huddle Room (up to 4 people)		6	150	900		(1) Huddle Space for every department. Flex as phone booth
.05 Misc. Breakout Space		1	60	60		
.06 Training Room		1	3,000	3,000		75 people Shared - Communicable Diseases, Wyoming AIDS Education and Training Center (WYAETC)
.07 Classroom		1	950	950		Shared - Prevention, Emergency Preparedness
Sub-Total				6,300		

12.3 Shared Building Storage				COMMENTS:	
01	Chart Storage	1	250	250	Currently 120 NSF. Locate adjacent to Adult Health
02	HR File Storage	1	250	250	Currently 140 NSF
03	Receiving / Package Pick Up	1	200	200	Adjacent to Reception
04	Warehouse	1	1,260	1,260	To be co-located with COVID Rapid Response Clinic
Sub-Total			1,960		

12.4 Shared Building Support Spaces				COMMENTS:	
01	Waiting Room	1	1,000	1,000	(Currently 600sf and always full) Minimum of three seats per exam/treatment/procedure space; allow 12-15 NSF per seat
02	Mother's Room (Lactation Room)	2	100	200	Sink & Undercounter REF
03	Print / Copy Areas	2	100	200	
04	Mail Room	1	300	300	(Currently 290 NSF)
05	Fitness Room	1	400	400	
06	Shower Facilities	1	125	125	
07	Kitchen / Staff Break room	1	750	750	Is one central break room / lounge or multiple smaller ones preferred?
08	Laundry	1	80	80	
09	Library	1	200	200	Currently 150 NSF
10	Vending Area	1	40	40	
11	Wheelchair Alcove	2	10	20	Minimum for storage/holding; allow 10 NSF per wheelchair
12	Greeter / Volunteer Station	1	60	60	
13	Workstation, Standard 6x6 / Volunteer - Vacant	4	50	200	
Sub-Total			5	3,575	

13.1 Building Services				COMMENTS:	
01	Vestibule	1	100	100	
02	Janitors / Housekeeping Closet	2	75	150	Housekeeping cart/busely storage; service sink or floor receptor.
03	Male Staff Toilet Room:				
-	Entry Alcove/Vestibule	2	30	60	
-	Handwashing Lavatory	4	20	80	
-	Urinal	4	15	60	
-	Toilet (ADA)	2	30	60	
-	Toilet (Standard)	4	15	60	
04	Female Staff Toilet Room:				
-	Entry Alcove/Vestibule	2	30	60	
-	Handwashing Lavatory	4	20	80	
-	Toilet (ADA)	2	30	60	
-	Toilet (Standard)	4	15	60	
05	Gender Neutral / Family Restroom	1	65	65	
06	Server Room	5	180	180	
07	Water Entry/Sprinkler Shut Off	1	100	100	
08	Main Electrical	1	150	150	
09	Sub Electrical Closet	2	30	60	
10	Mechanical	1	400	400	
11	Facility Office	1	130	130	
12	Security Station	1	60	60	
13	Elevator	1	100	100	
14	Elevator Machine Room	2	60	60	
15	Egress Stair	2	275	550	
16	Waste Removal/Soiled Holding:	1	60	60	30 NSF per cart held
Sub-Total			2	2,745	

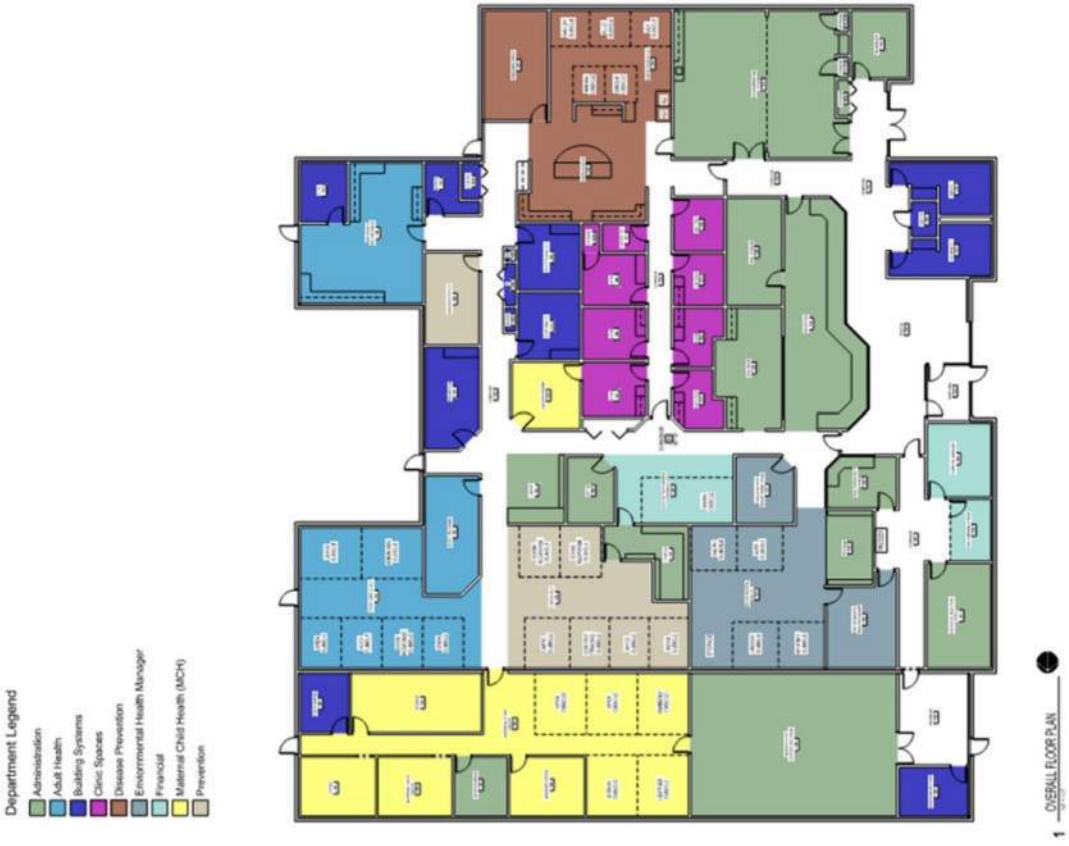
TOTALS				COMMENTS:	
Department Personnel		45	46	91	
Circulation Factor				35%	
Total Area (NSF)		PROPOSED		10,741.50	
Total Area (NSF)		PROPOSED		41,432	
Gross Building Multiplier				120%	typically multiply by 1.2 to obtain Gross
Total Area (GSF)		PROPOSED		49,718	Existing Building is 14,500 GSF

15.1 Community Programs/Partnerships				COMMENTS:	
WIC		GSF	3,000	Assumes 2,500NSF Tenant Space	
CAP (Office + Clinic 12th Street)		GSF	10,544	Refer to Program document	
Primary Care (Private Provider - Two Physician Practice)		GSF	3,250	Assumes 2,700NSF Clinic. A rule of thumb for the size of a practice facility is 1200 to 1500 square feet for the first physician and 1000 to 1200 square feet for each additional physician up to 4 or 5	
Daycare (15 Children)		GSF	1,800	Assumes 1,500NSF center. A rule of thumb for the size of a child care center is approximately 100 square feet per child of space plus adjacent outdoor space	
Sub-Total			18,594		
Potential Total Area with Community Programs/Partnerships (GSF)		PROPOSED		68,312	

3. Appendix

A. Existing Building Floor Plan

Room No.	Room Name	Area	Comments
101	RECEPTION	100 SF	
102	OFFICE	100 SF	
103	OFFICE	100 SF	
104	OFFICE	100 SF	
105	OFFICE	100 SF	
106	OFFICE	100 SF	
107	OFFICE	100 SF	
108	OFFICE	100 SF	
109	OFFICE	100 SF	
110	OFFICE	100 SF	
111	OFFICE	100 SF	
112	OFFICE	100 SF	
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197	OFFICE	100 SF	
198	OFFICE	100 SF	
199	OFFICE	100 SF	
200	OFFICE	100 SF	



UPDATED

Casper Natrona County Health Department - Building Program



3/15/2022

SPACE CATEGORY	Current Quantity	Projected Growth	Total Quantity	Unit Area (Sq Ft)	Net Area (Sq Ft)	COMMENTS
1.1 Adult Health						
.01 Private Office / Adult Health Manager - Mary Ann Lembke	1		1	130	130	
.02 Workstation, Standard 6x6 / Adult Health Nurse - Chris Fancher	1		1	50	50	1 manager, 1 staff, could grow by 1 into chronic disease
.03 Workstation, Standard 6x6 / Future Growth (Chronic Disease)		1	1	50	50	
.04 Dedicated Storage Closet						Shared with Building Storage
Department Personnel Sub-Total	2	1	3		230	
2.1 Communicable Diseases (Clinic)						
.01 Private Office / Communicable Disease Manager - Emma Burton-Hopkins	1		1	130	130	
.02 Private Office / DIS Haley	1	0	1	130	130	COMMENTS: Needs to be tied to Clinic 1 manager, 1 private call room for staff, 2 add staff (HIV, AETC) could grow by 1 in next 5 years (Some storage, training room)
.03 Private Office / HIV Case Management - Vacant	1	0	1	130	130	
.04 Workstation, Standard 6x6 / Wyoming AIDS Education and Training Center (WYAETC) - Lauren Sol	2		2	50	100	Multiple conference calls, training room. Should this be a private office?
.05 Workstation, Standard 6x6 / Future Growth		1	1	50	50	
.06 Training Room (WYAETC)				750		(See Shared Meeting Room below)
.07 Dedicated Storage Closet						Shared with Building Storage
.08 Lateral Files: 5H x 48W				20		Open Area Storage, Lockable
.09 Vertical Files: 4H x 19W x 24D				15		Open Area Storage, Lockable
Department Personnel Sub-Total	5	1	6		410	
3.1 Community Clinic						
.01 Private Office / Medical Director - Vacant	0	0	0	130	130	COMMENTS: Not here full time, maybe one day a week (covered under Disease Prevention) 20 hours week
.02 Private Office / Nurse Practitioner - Vacant	1	0	1	130	130	(1) Visiting (1) UW, *2 mid-levels/students work space
.03 Private Office / Visiting Physician - Vacant	1	2	2	50	100	
.04 Workstation, Standard 6x6 / Clinic Nurse - Bev Dunlap	1		1	50	50	
.05 Workstation, Standard 6x6 / Clinic Nurse - Kendall Courson	1		1	50	50	
.06 Workstation, Standard 6x6 / Clinic Nurse - Allic Robinson	1		1	50	50	
.07 Workstation, Standard 6x6 / Clinic Nurse - Shelby		1	1	50	50	
.08 Patient Intake/Vitals		2	2	60	120	
.09 Telehealth Office		1	1	120	120	Flex Exam
.10 Exam Room		4	4	120	480	100-120 NSF typical; sink and storage cabinetry
.11 Rapid Testing Room / Small Procedure Room		1	1	120	120	100-120 NSF range (EKG, ultrasound, light therapy, etc.); sink
.12 Large Procedure Room		1	1	180	180	140-180+ NSF range (echostress testing, cystoscopies, minor surgery, etc.); sink
.13 Patient Toilet		1	1	55	55	ADA with Pass-Through to LAB
.14 Clinical Laboratory		1	1	250	250	80 NSF minimum; depends on scope of services and equipment
.15 Lab Draw Station		1	1	40	40	40 NSF minimum per chair; contained or semi-enclosed; blood drawing, injections, etc. Sink
.16 Med Prep		1	1	120	120	
.17 Point Of Care		1	1	180	180	
.18 Clean Supply		1	1	120	120	80 NSF minimum; allow 10 NSF per exam/procedure space
.19 Soiled Utility		1	1	80	80	50 NSF minimum; allow 5 NSF per exam/procedure space
.20 Equipment Alcove		1	1	20	20	Crash cart
.21 Equipment Processing / Sterilization						Access to Lab
Soiled Equipment Holding Area				100	100	80-150 NSF depending on volume
Equipment Washing/Disinfecting Area				120	120	100-150 NSF; sink and work counter
Equipment Holding Area				20	20	
Dispatch Workstation				60	60	40-60 NSF; additional stations required for high-volume services
.22 Dedicated Storage Closet						Shared with Building Storage
Department Personnel Sub-Total	4	3	7		2615	
4.1 Communicable Disease Team (Infection Response Team)						
.01 Workstation, Standard 6x6 / All COVID - Joe Kinder	1		1	50	50	COMMENTS: (Infection Response Team) - drive thru here, 1 lead, 3-4 responders
.02 Workstation, Standard 6x6 / All COVID - Taylor McCallie	1		1	50	50	
.03 Workstation, Standard 6x6 / All COVID - Ashton Quick-Marcus	1		1	50	50	
.04 Workstation, Standard 6x6 / All COVID - Heidi Schaffer	1		1	50	50	
.05 Workstation, Standard 6x6 / All COVID - Jenni Trimmer	0		0	50	50	
.06 Workstation, Standard 6x6 / All COVID - Shelby Bergstrom	0		0	50	50	
.07 Private Office - Team Lead	1		1	130	130	
.08 Private Office / COVID Contract Training - Deana Chock	0		0	130	130	On phone all the time (program calls for workstation confirm office)
.09 Private Office / COVID Contract Training - Bob Johnson	0		0	130	130	On phone all the time (program calls for workstation confirm office)
.10 Workstation, Standard 6x6 / COVID Nurse - Kalyan	0		0	50	50	
.11 Private Office / COVID Contract Training - Vacant		0	0	130	130	
.12 Dedicated Storage Closet				160	160	Confirm Square footage requirements (Currently 160 NSF)
Department Personnel Sub-Total	5	0	5		490	
4.2 Equip						
.01 Clean Supply	1		1	120	120	COMMENTS: To be co-located with Warehouse
.02 Soiled Utility	1		1	80	80	
.03 Ante Room	1		1	200	200	
.04 Testing Supplies	1		1	200	200	
.05 Workstation, Standard 6x6 / Flex	3		3	50	150	
.06 Receiving				100	100	Box and process Testing Kits
.07 Staff Toilet	1		1	50	50	
.08 Intake	2		2	25	50	
.09 Collection	2		2	25	50	
.10 Mechanical	2		2	110	110	
.11 Education/Consult	2		2	25	50	
.12 EVS (Housekeeping)	1		1	50	50	
.13 Dive Aisles	1		1	690	690	
Department Equip/Storage Sub-Total					1,950	
5.1 County Health						
.01 Private Office / County Health Officer - Mark Dowell	1		1	130	130	COMMENTS: Close to Communicable Diseases (Clinic) This might end up being county health officer/medical director - Located near Clinic, (Locate near Community Health Clinic)
Department Personnel Sub-Total	1	0	1		130	
6.1 Disease Prevention						
.01 Private Office / Disease Prevention Manager - Vacant	1		1	130	130	COMMENTS: 5 workstations, multiple freezers, med room, lab space, dirty side/clean (covered in Clinic Program above)
.02 Private Office / Future Growth		0	0	130	130	
.03 Dedicated Storage Closet				200	200	Shelving, Paper Materials, Wagon, Gun Lock, Med Disposal, Community Events
Department Personnel Sub-Total	1	0	1		330	
7.1 Emergency Preparedness						
.01 Private Office / Manager	1		1	130	130	COMMENTS: 3 staff Lots of storage, classroom, (6 testing room)
.02 Workstation, Standard 6x6 / Future Growth	1		1	50	50	
.03 Workstation, Standard 6x6 / Future Growth	1		1	50	50	
.04 Classroom				1,000		(See Shared Meeting Room below)
.05 Fit Testing Room				120	120	(See Exam Room)
.06 Dedicated Storage Closet				200	200	
Department Personnel Sub-Total	3	0	3		550	
8.1 Environmental Health						
.01 Private Office / Environment Health Manager - Ruth Heald	1		1	130	130	COMMENTS: 1 manager 4 inspectors could grow by 1, plus admin assistant
.02 Workstation, Standard 6x6 / EH Assit - Shelley Smith	1		1	50	50	Lot of files, meeting space
.03 Meeting Space				450	450	
.04 Workstation, Standard 6x6 / Inspector - Leah Smith	1		1	50	50	
.05 Workstation, Standard 6x6 / Inspector - Ralph Stanley	1		1	50	50	
.06 Workstation, Standard 6x6 / Inspector - Whitney Lang	1		1	50	50	
.07 Workstation, Standard 6x6 / Inspector - Lindsey Strong	1		1	50	50	
.08 Workstation, Standard 6x6 / Future Growth		1	1	50	50	
.09 Dedicated Storage Closet				150	150	Confirm Square Footage Requirement
.10 Lateral Files: 5H x 48W				20	100	Open Area Storage, Lockable
.11 Vertical Files: 4H x 19W x 24D				15	45	Open Area Storage, Lockable
Department Personnel Sub-Total	6	1	7		725	
9.1 Financial						
.01 Private Office / Finance Office Manager - Tammy Smith	1		1	130	130	COMMENTS: Safe, lateral files, meeting space, HR (Tammy Oversees Admin & works closely with Anna)
.02 Private Office / Finance Assit - Lee Anne Bayne	1		1	130	130	
.03 Private Office / Billing Specialist - Amanda May	1		1	130	130	
.04 Private Office / Future Growth		1	1	450	450	HR Person in future (See Shared Meeting Room below)
.05 Meeting Space				450	450	
.06 Dedicated Storage Closet				200	200	
.07 Lateral Files: 5H x 48W				3	60	
.08 Shred Bins				2	15	30
.09 Copier				1	30	30
Department Personnel Sub-Total	3	1	4		840	
10.1 Maternal and Child Health (MCH)						
.01 Private Office / Maternal Child Health Manager - Tonya Nolen	1		1	130	130	COMMENTS: 3 staff, 1 manager, likely could grow by 1 in next 5 years
.02 Workstation, Standard 6x6 / Future Growth	1		1	50	50	
.03 Workstation, Standard 6x6 / MCH Nurse - Kimberly Little		1	1	50	50	
.04 Workstation, Standard 6x6 / MCH Nurse - Heather Huber	1		1	50	50	
.05 Workstation, Standard 6x6 / MCH Nurse - Connie Wilmes	1		1	50	50	

SPACE CATEGORY	Current Quantity	Projected Growth	Total Quantity	Unit Area (Sq Ft)	Net Area (Sq Ft)	
.06 Workstation, Standard 6x6 / MCH Admin Asst - Ami Willardson	1		1	50	50	
.07 Workstation, Standard 6x6 /	1		1	50	50	
.07 Dedicated Storage Closet				300	300	Currently 300NSF - HUGE storage requirements
Department Personnel Sub-Total	6	1	7		730	

11.1 Prevention	Current Quantity	Projected Growth	Total Quantity	Unit Area (Sq Ft)	Net Area (Sq Ft)	COMMENTS:
.01 Private Office / Prevention Manager - Hally Bloom	1		1	130	130	1 manager, 1 support staff, 1-WCRS, 1-WYCC, plus programmer
.02 Workstation, Standard 6x6 / Specialist	1	0	1	50	50	Storage, classroom, meeting space
.03 Workstation, Standard 6x6 / Admin	1	0	1	50	50	
.04 Workstation, Standard 6x6 / Programmer	1	0	1	50	50	
.05 Workstation, Standard 6x6 / Wyoming Cancer Coalition Coordinator (WYCC) - Janet Pease	1		1	50	50	
.06 Workstation, Standard 6x6 / Wyoming Cancer Resources Services (WCRS) - Hally Mokee	0	1	1	50	-	Reports to Hally Bloom
.07 Classroom				1,000	-	(See Shared Meeting Room below)
.08 Meeting Space				450	-	(See Shared Meeting Room below)
.09 Dedicated Storage Closet (WCRS Materials)				300	300	
Department Personnel Sub-Total	4	1	5		580	

12.1 Administration	Current Quantity	Projected Growth	Total Quantity	Unit Area (Sq Ft)	Net Area (Sq Ft)	COMMENTS:
.01 Private Office / Front Desk Lead - Nicole Christensen (Check-out)	0	0	0	130	130	Private Office near Check-Out to catch up on paperwork
.02 Workstation, Standard 6x6 / Front Desk - Janet Ulrich (Check-in)	2	0	2	50	100	Front desk 2 people (2 clinic, 1 administrative assistant) 1 director
.03 Workstation, Standard 6x6 / Front Desk - Open Clinic Clerical - Vacant	1	0	1	50	50	
.04 Workstation, Standard 6x6 / Front Desk - Open Admin Asst - Vacant	0	0	0	50	-	Ties to Tammy and Anna
.05 Private Office / Lead Clerical - Vacant	0	1	1	50	50	workstation for Front Desk Lead
.06 Private Office / Executive Director - Anna Kinder	1		1	180	180	Need meeting space, need storage, not near reception
.07 Meeting Space				450	-	(See Shared Meeting Room below)
.08 Private Office / Board of Directors - Vacant	0	130	130	-	-	Private office for Board Members
.09 Consult Room	0	120	120	-	-	AI Reception for Private Patient Conversation
.10 Dedicated Storage Closet	1	250	250	-	-	Currently 230 NSF
.11 Copiers	0	30	30	-	-	
.12 Shred Bin	0	15	15	-	-	TRC if these need to be dedicated
.13 Lateral Files 54 x 48W	0	20	20	-	-	Open Area Storage - Lockable
.14 Vertical Files 48 x 18W x 24D	0	15	15	-	-	Open Area Storage - Lockable
Department Personnel Sub-Total	4	1	5		630	

12.2 Shared Meeting Rooms	Current Quantity	Projected Growth	Total Quantity	Unit Area (Sq Ft)	Net Area (Sq Ft)	COMMENTS:
.01 Large Conference (up to 24 people)	0	950	950	-	-	Sub-divide to create two Medium size conference rooms
.02 Medium Conference (up to 16 people)	0	450	450	-	-	(See Large Conference Room) Administration, Environmental Health, Financial, Prevention, County Health
.03 Small Conference (up to 8 people)	2	220	220	440	440	(1) Middle Space for every department, Flex as phone booth
.04 Huddle Room (up to 4 people)	1	150	150	300	300	
.05 Misc. Breakout Space	1	60	60	60	60	60 people Shared - Communicable Diseases, Wyoming AIDS Education and Training Center (WYAETC)
.06 Training Room (60 people)	0	3,000	3,000	-	-	Shared - Prevention, Emergency Preparedness
.07 Classroom	0	950	950	-	-	
Sub-Total	0	4,100	4,100		4,100	

12.3 Shared Building Storage	Current Quantity	Projected Growth	Total Quantity	Unit Area (Sq Ft)	Net Area (Sq Ft)	COMMENTS:
.01 Chart Storage	1	200	200	200	200	Currently 120 NSF. Locate adjacent to Adult Health
.02 HR File Storage	1	200	200	200	200	Currently 140 NSF
.03 Receiving / Package Pick Up	1	200	200	200	200	Adjacent to Reception
.04 Warehouse	0	1,200	1,200	-	-	To be co-located with COVID Rapid Response Clinic
Sub-Total	0	600	600		600	

12.4 Shared Building Support Spaces	Current Quantity	Projected Growth	Total Quantity	Unit Area (Sq Ft)	Net Area (Sq Ft)	COMMENTS:
.01 Waiting Room	1	1,000	1,000	1,000	1,000	(Currently 600sf and always full) Minimum of three seats per exam/treatment/procedure space; allow 12-15 NSF per seat.
.02 Mother's Room (Lactation Room)	1	100	100	100	100	Sink & Undercounter REF
.03 Print / Copy Areas	1	100	100	200	200	
.04 Mail Room	1	300	300	300	300	(Currently 290 NSF)
.05 Fitness Room	0	400	400	-	-	(Currently 290 NSF)
.06 Shower Facilities	0	125	125	-	-	
.07 Kitchen / Staff Break room	1	500	500	500	500	Is one central break room / lounge or multiple smaller ones preferred?
.08 Laundry	1	80	80	80	80	
.09 Library	0	200	200	-	-	Currently 150 NSF
.10 Vending Area	1	40	40	40	40	
.11 Wheelchair Alcove	2	10	20	20	20	Minimum for storage/holding; allow 10 NSF per wheelchair.
.12 Greeter / Volunteer Station	0	60	60	60	60	At front entry
.13 Workstation, Standard 6x6 / Volunteer - Vacant	0	0	0	50	50	
Sub-Total	0	1	2,300		2,300	

13.1 Building Services	Current Quantity	Projected Growth	Total Quantity	Unit Area (Sq Ft)	Net Area (Sq Ft)	COMMENTS:
.01 Vestibule	1	100	100	100	100	
.02 Janitor's / Housekeeping Closet	2	15	150	150	150	Housekeeping cart/supply storage, service sink or floor receptor
.03 Male Staff Toilet Room	2	30	60	60	60	
- Entry Alcove/Vestibule	4	20	80	80	80	
- Handwashing Lavatory	4	15	60	60	60	
- Urinal	2	30	60	60	60	
- Toilet (ADA)	1	15	60	60	60	
- Toilet (Standard)	1	15	60	60	60	
.04 Female Staff Toilet Room	2	30	60	60	60	
- Entry Alcove/Vestibule	4	20	80	80	80	
- Handwashing Lavatory	4	15	60	60	60	
- Urinal	2	30	60	60	60	
- Toilet (ADA)	1	15	60	60	60	
- Toilet (Standard)	1	15	60	60	60	
.05 Gender Neutral / Family Restroom	1	65	65	65	65	
.06 Storage Room	1	100	100	100	100	
.07 Water Entry/Sprinkler Shut Off	1	100	100	100	100	
.08 Main Electrical	1	100	100	100	100	
.09 Sub Electrical Closet	2	30	60	60	60	
.10 Mechanical	1	300	300	300	300	
.11 Facility Office	50%	130	130	130	130	
.12 Security Station	50%	60	60	60	60	
.13 Elevator	0	100	100	-	-	
.14 Elevator Machine Room	0	60	60	-	-	
.15 Egress Stair	0	275	275	60	60	30 NSF per cart held
.16 Waste Removal/Sorted Holding	1	60	60	60	60	
Sub-Total	1	2	1,885		1,885	

TOTALS	Current Quantity	Projected Growth	Total Quantity	Unit Area (Sq Ft)	Net Area (Sq Ft)	COMMENTS:
Overall Estimated Subtotal	45	11	56		19,095	
Department Personnel	45	11	56		19,095	19.6% Staff Growth
Circulation Factor					6,683.25	35%
Total Area (NSF)	PROPOSED				25,778	
Gross Building Multiplier					120%	typically multiply by 1.2 to obtain Gross
Total Area (GSF)	PROPOSED				30,934	Existing Building is 14,500 GSF

15.1 Community Programs/Partnerships	Current Quantity	Projected Growth	Total Quantity	Unit Area (Sq Ft)	Net Area (Sq Ft)	COMMENTS:
WIC				3,000	3,000	Assumes 2,500NSF Tenant Space
CAP Office + Clinic 12th Street				10,544	10,544	Refer to Program document
Primary Care (Private Provider - Two Physician Practice)				3,250	3,250	Assumes 2,700NSF Clinic. A rule of thumb for the size of a practice facility is 1200 to 1500 square feet for the first physician and 1000 to 1200 square feet for each additional physician up to 4 or 5
Daycare (15 Children)				1,800	1,800	Assumes 1,500NSF center. A rule of thumb for the size of a child care centers is approximately 100 square feet per child of space plus adjacent outdoor space
Sub-Total				18,594	3,000	
Potential Total Area with Community Programs/Partnerships (GSF)	PROPOSED				33,934	assuming construction cost = \$14,000,000.00

Casper-Natrona County Health Building

Outdoor Site Program Options

Date: 6.3.2022

CNCHD Program Only

30,000 Square Foot Building

Item #	Site Program Description	Subtotal	Unit	Area/unit	Unit	Subtotal	Unit
1	Ground Floor of Building	(Total Building Area = 30,448 SF)				30,448	SF
2	Parking & Driveaisles	(4.11/1000 GSF of Building Area)	125 spaces	350 sf		43,799	SF
3	Parking for Staff Vehicles	(Health Department Vehicles)	30 spaces	350 sf		10,500	SF
4	Playground					-	SF
5	Transit Bus Stop					-	SF
6	Future Building Expansion	(10,000 SF Addition)				10,000	SF
7	Future Parking Expansion for 20k sf addition	(4.11/10000 GSF of Building Area)	41 spaces	350 sf		14,385	SF
8	Future Grounds Storage Building					3,000	SF
9	Stormwater Detention	(20% of Programmed Site Area)				22,426	SF
10	Programmed Site Area Subtotal					134,559	SF
11	Open Spaces / Landscaped Area	15% of Total Site Area				20,184	SF
12	Minimum Site Area Total					154,743	SF
13	Minimum Site Acreage					3.55	Acres

Expanded CNCHD Program + Community Partners

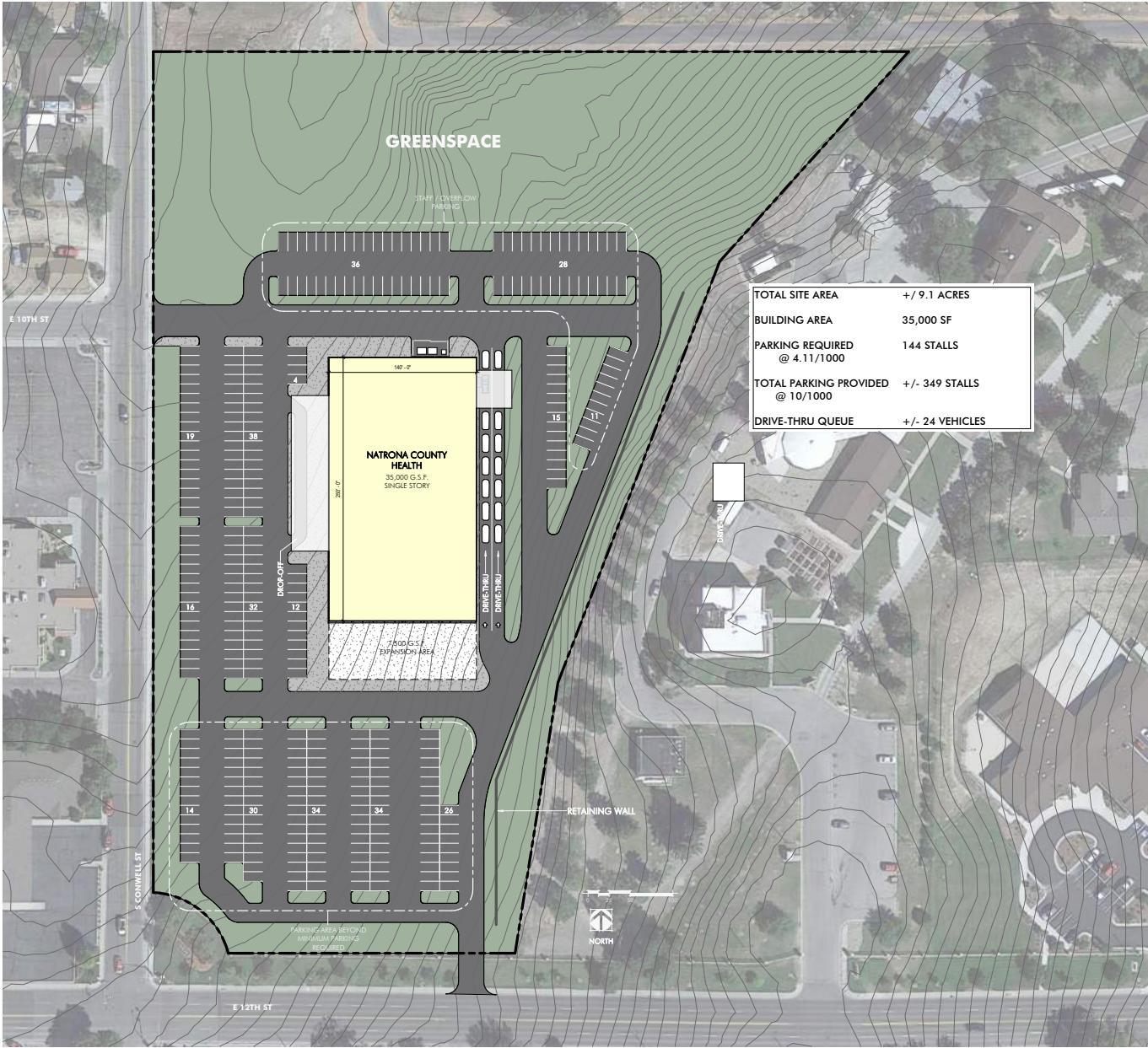
45,000 Square Foot Building

Item #	Site Program Description	Subtotal	Unit	Area/unit	Unit	Subtotal	Unit
1	Ground Floor of Building	(Total Building Area = 45,000 SF)				45,000	SF
2	Parking & Driveaisles	(4.11/1000 GSF of Building Area)	185 spaces	350 sf		64,733	SF
3	Parking for Staff Vehicles	(Health Department Vehicles)	45 spaces	350 sf		15,750	SF
4	Playground					-	SF
5	Transit Bus Stop					-	SF
6	Future Building Expansion	(15,000 SF Addition)				15,000	SF
7	Future Parking Expansion for 20k sf addition	(4.11/10000 GSF of Building Area)	62 spaces	350 sf		21,578	SF
8	Future Grounds Storage Building					3,000	SF
9	Stormwater Detention	(20% of Programmed Site Area)				33,012	SF
10	Programmed Site Area Subtotal					198,072	SF
11	Open Spaces / Landscaped Area	(15% of Total Site Area Zoning Req based on PUD Zoning)				35,653	SF
12	Minimum Site Area Total					233,725	SF
13	Minimum Site Acreage					5.37	Acres

50-Year CNCHD Expansion + Community Partners

68,000 Square Foot Building

Item #	Site Program Description	Subtotal	Unit	Area/unit	Unit	Subtotal	Unit
1	Ground Floor of Building	(Total Building Area = 68,000 SF)				68,000	SF
2	Parking & Driveaisles	(4.11/1000 GSF of Building Area)	279 spaces	350 sf		97,818	SF
3	Parking for Staff Vehicles	(Health Department Vehicles)	50 spaces	350 sf		17,500	SF
4	Playground					-	SF
5	Transit Bus Stop					-	SF
6	Future 2-Story Building Expansion	(20,000 SF Addition)				10,000	SF
7	Future Parking Expansion for 20k sf addition	(4.11/10000 GSF of Building Area)	82 spaces	350 sf		28,770	SF
8	Future Grounds Storage Building					3,000	SF
9	Stormwater Detention	(20% of Programmed Site Area)				45,018	SF
10	Programmed Site Area Subtotal					270,106	SF
11	Open Spaces / Landscaped Area	(15% of Total Site Area Zoning Req based on PUD Zoning)				48,619	SF
12	Minimum Site Area Total					318,725	SF
13	Minimum Site Acreage					7.32	Acres





- Department Legend
- ADULT HEALTH
 - BUILDING SERVICE
 - CDT
 - COMMUNITY CLINIC
 - COMMUNICABLE DISEASE
 - COUNTY HEALTH
 - DISEASE
 - EMERGENCY
 - ENV HEALTH
 - MCH
 - TENANT
 - TRAINING

1 LEVEL 1 - OVERALL FLOOR PLAN
3/22" = 1'-0"

MEMORANDUM OF UNDERSTANDING TO TRANSFER PROPERTY

THIS Memorandum of Understanding (**MOU**) entered into on this ____ day of _____ 2023, is to transfer real property described below. This MOU is effective immediately after it is fully executed by the parties. It may be executed by counterparts.

THE PARTIES to this MOU are:

1. **GRANTOR:** City of Casper, Wyoming (**City**), a Wyoming municipal corporation, with offices located at 200 North David Street, Casper, Wyoming 82601, and
2. **GRANTEE:** Natrona County, Wyoming (**County**), with offices located at 200 North Center Street #115, Casper, Wyoming 82601.

Together, the City and County may be collectively referred to as parties.

RECITALS

- A. The City of Casper/Natrona County Health Department (Heath Department) was established in 1954.
- B. Since then, City and County have jointly supported the Health Department for the benefit of the residents of Natrona County, including the necessary support of the poor under Article 16 § 6 of the Wyoming Constitution.
- C. The Health Department’s current location and facilities are inadequate to meet the needs of the residents of Natrona County, and a new Health Center would be in the best interest of the citizens of Natrona County and residents of the City.
- D. County applied for and has been awarded one-time federal funding, available through the State of Wyoming’s ARPA program, which reduces the funding for which Natrona County taxpayers might otherwise be directly or indirectly responsible (**Application**).
- E. The Application refers to the new Health Center being about 8-acres of land owned by the City at the northeast corner of 12th Street and Conwell Street.
- F. The new Health Center is close to other medical facilities and would benefit residents of the County and City, including poor and low-income residents, and is consistent with the City’s planning objectives.

G. The parties agree that for and in consideration of one-hundred dollars (\$100.00), substantial contribution by the County to the construction of the new Health Center, the future financial and other support of the Health Center, and other good and valuable consideration, it would be in the mutual best interests for the City to transfer approximately 8-acres of land, generally described below, by quitclaim deed to the County for the new Health Center.

H. The parties agree that the fair market value of the Property is offset by the substantial consideration provided by the County to the City as described above.

NOW, THEREFORE, IN CONSIDERATION of the mutual promises and covenants hereinafter contained, the parties agree as follows:

1. Incorporation of Recitals

The recitals set forth above are hereby incorporated herein at this point as if fully set forth as part hereof.

2. Responsibilities of City

A. City will transfer approximately eight (8) acres of property near 12th and Conwell Street to the County by quitclaim deed after complying with Wyoming Statutes Section 15-1-112(b) regarding the disposal of the City property. The Property is intended to be used as the site of the new Health Center for the benefit and welfare of City of Casper residents and Natrona County residents.

B. Currently, the City and County are working on getting: 1) a survey and legal description of the property, 2) a legal description for the reservation of utility easements and stormwater runoff, and 3) an appraisal of the property. After that, the City will need to publish for 3 consecutive weeks before a public hearing can be held, notice of which must include the appraised value of the property. City will begin publishing its notice as soon as possible after receiving the appraisal.

C. The parties anticipate entering a real estate purchase agreement after the survey, legal description, appraisal, publishing, and public hearing are complete.

D. This MOU and any subsequent real estate purchase agreement must be approved at a regular Casper City Council meeting to become effective.

E. City agrees to maintain the bus stop at the Life Steps Campus and provide transportation to and from the vicinity of the Thyra Thompson State Building unless otherwise directed by the Federal government or a loss of federal funding occurs.

3. Responsibilities of County

- A. County will pay the amount the vendors charge for the survey, appraisal, and publishing for the items described in Section 2(B) on page 2.
- B. County will secure the funding necessary to build the new Health Center and use its best efforts to complete the construction of a new Health Center within eight (8) years from the transfer of the Property or the property shall revert to the City.
- C. County will build a site barrier fence along the entire north border of the property transferred. The fence shall not be chain link but may be a six-foot vinyl privacy fence or another alternative that is reasonably acceptable to City.
- D. This MOU and any subsequent real estate purchase agreement must be approved by the Natrona County Board of County Commissioners to become effective.

4. Other Terms and Conditions

- A. The parties do not waive any right or rights they may have pursuant to the Wyoming Governmental Claims Act, Wyoming Statutes Section 1-39-1010 *et seq.*, and the parties specifically reserve the right to assert any and all rights, immunities, and defenses they may have pursuant to the Wyoming Governmental Claims Act.
- B. The parties do not intend to create any third-party beneficiary, and this MOU shall not be construed to create such status. Except as provided above, the rights, duties, and obligations contained in this MOU shall operate only between the parties, and shall inure solely to the benefit of the parties to this MOU. The parties intend and expressly agree that only signatories to this MOU shall have any legal or equitable right to seek to enforce this MOU, to seek any remedy arising out of a party's performance or failure to perform any term or condition of this MOU, or to bring an action for the breach of this MOU.
- C. This document contains the entire agreement between the parties and supersedes any and all prior agreements whether written or oral.

IN WITNESS WHEREOF, City and County execute this MOU as shown below.

Signatures pages follow on the next pages.


Signature Page for County

NATRONA COUNTY

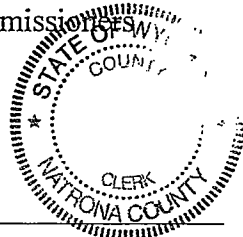


Steven Freel, Chair
Board of Natrona County Commissioners

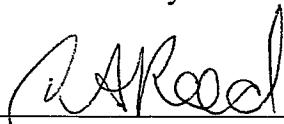
ATTEST:



Tracy Good
Natrona County Clerk



**My term of office expires
January 4, 2027**



Approved as to form
County Legal Department

Signature Page for City

APPROVED AS TO FORM
City Attorney's Office

ATTEST
A Municipal Corporation

CITY OF CASPER, WYOMING

Fleur Tremel
City Clerk

Bruce Knell
Mayor



EXHIBIT "A"
NATRONA COUNTY 8 ACRE PARCEL
Portion of the Highland Park Cemetery Addition No. 2

A parcel of land located within a portion of the Highland Park Cemetery Addition No. 2, City of Casper, situate within a portion of the NW¼SE¼ of Section 10, T.33N., R.79W., 6th P.M., Natrona County, Wyoming, as shown on Exhibit B attached hereto and by this reference made a part hereof and being more particularly described as follows:

Commencing at the southwest corner of Highland Park Cemetery Addition No. 2, also being the southwest corner of the parcel being described, monumented by a brass cap and being the Point of Beginning;

Thence N00°52'03"W, along the west line of said Addition and the east line of South Conwell Street, a distance of 760.36 feet to the northwest corner of the parcel being described, monumented by an aluminum cap;

Thence N89°07'57"E, a distance of 665.26 feet to the northeast corner of the parcel being described located on the easterly line of the Highland Park Cemetery Addition No. 2, monumented by an aluminum cap;

Thence S42°34'48"W, along the easterly line of the Highland Park Cemetery Addition No. 2, a distance of 183.85 feet to an angle point, monumented by a brass cap;

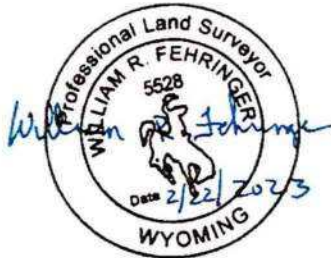
Thence S20°20'22"W, along the easterly line of the Highland Park Cemetery Addition No. 2, a distance of 425.76 feet to an angle point, monumented by a brass cap;

Thence S07°56'05"W, along the easterly line of the Highland Park Cemetery Addition No. 2, a distance of 236.06 feet to the southeast corner of said Addition and the parcel being described, monumented by a brass cap;

Thence S89°40'44"W, along the south line of said Addition and the north line of East Twelfth Street, a distance of 348.71 feet to the Point of Beginning.

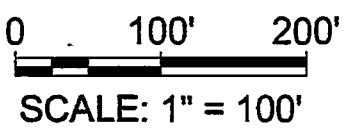
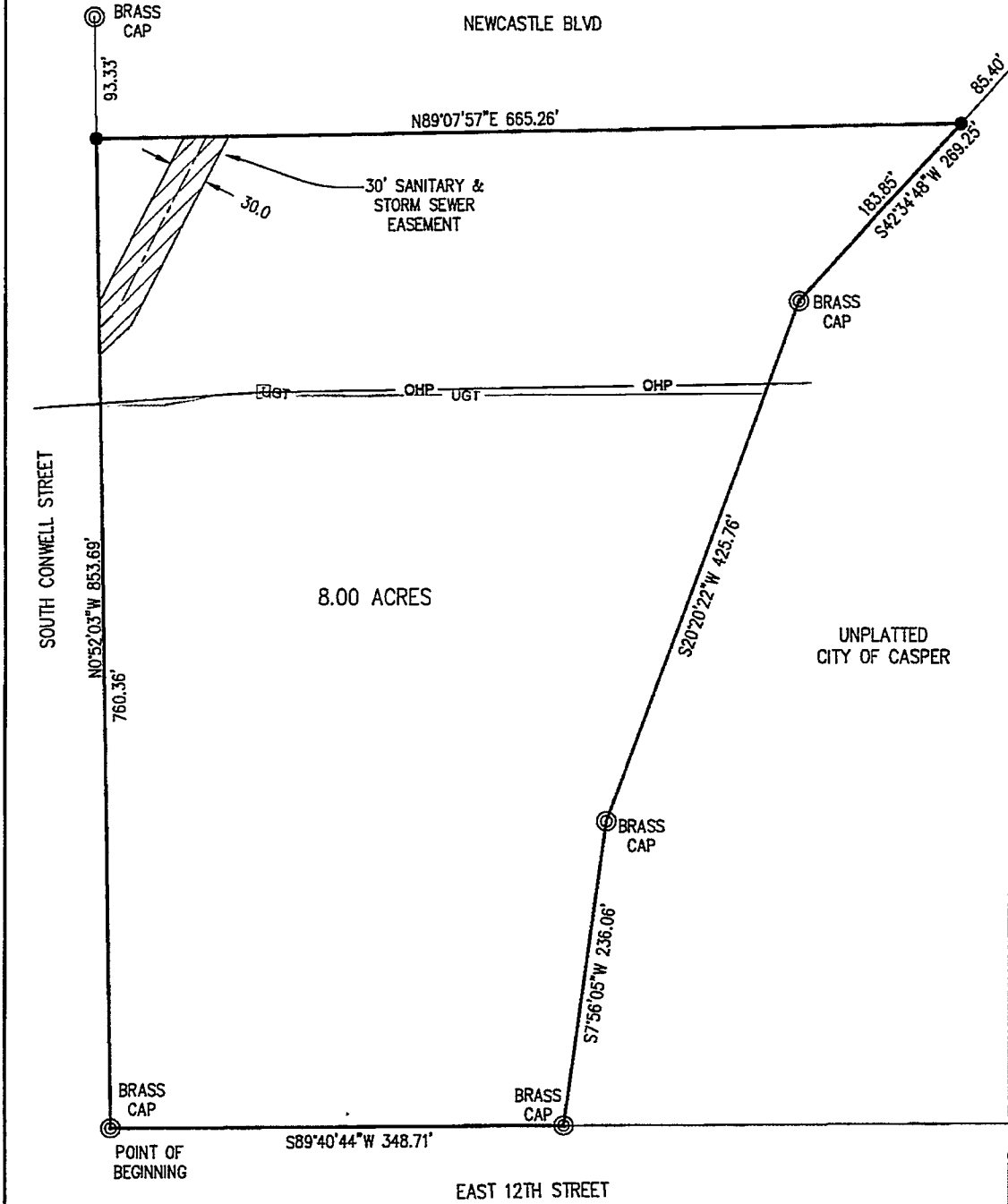
The above described easement contains 8.00 acres, more or less, and is subject to all rights-of-way and/or easements, reservations and encroachments which have been legally acquired.

I hereby certify that this description was prepared from notes taken during an actual survey made under my direct supervision in February, 2023, and that on the basis of my information knowledge and belief as a Professional Land Surveyor that this description is true and correct.



MODIFICATION IN ANY WAY OF THE FOREGOING DESCRIPTION IS STRICTLY PROHIBITED. I HAVE CAREFULLY REVIEWED THIS INFORMATION AND CERTIFY IT TO BE ACCURATE ON THE BASIS OF MY KNOWLEDGE AND BELIEF. ANY CHANGE, ADDITION OR DELETION OF ANY PART OF THIS DESCRIPTION WILL ACT TO VOID ANY WARRANTY OR RESPONSIBILITY, EXPRESSED OR IMPLIED, THAT I HAVE TOWARD THE SUBJECT PROPERTY.

HIGHLAND PARK CEMETERY
ADDITION NO. 2



LEGEND

- SET ALUMINIUM CAP
- ⊙ FOUND MONUMENT AS NOTED

EXHIBIT "B"
COUNTY HEALTH PARCEL
Portion of
Highland Park Cemetery Addition No. 2
NW 1/4 Section 10
T.33N., R.79W., 6th P.M.
Casper, Wyoming
February, 2023
W.O. 23-111

Civil Engineering Professionals, Inc.
6080 Enterprise Drive, Casper, WY 82609
Phone 307.266.4346 Fax 307.266.0103
www.cepi-casper.com



EXHIBIT "A"
30' SANITARY SEWER AND STORM SEWER EASEMENT
Portion of the Highland Park Cemetery Addition No. 2

A thirty foot (30') wide strip of land designated as a Sanitary Sewer and Storm Sewer Easement, located within a portion of the Highland Park Cemetery Addition No. 2, City of Casper, situate within a portion of the NW¼SE¼ of Section 10, T.33N., R.79W., 6th P.M., Natrona County, Wyoming, as shown on Exhibit B attached hereto and by this reference made a part hereof and being fifteen feet (15') on each side of the following described center line:

Commencing at the southwest corner of Highland Park Cemetery Addition No. 2, monumented by a brass cap;

Thence N00°52'03"W, along the west line of said Addition and the east line of South Conwell Street, a distance of 614.84 feet to the Point of Beginning;

Thence N46°38'51"E, a distance of 17.38 feet to an angle point;

Thence N27°18'39"E, a distance of 151.77 feet to the Point of Termination, located on the north line of the 8 acre Natrona County Health Department parcel;

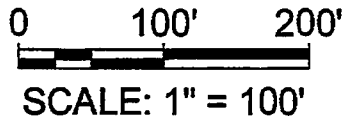
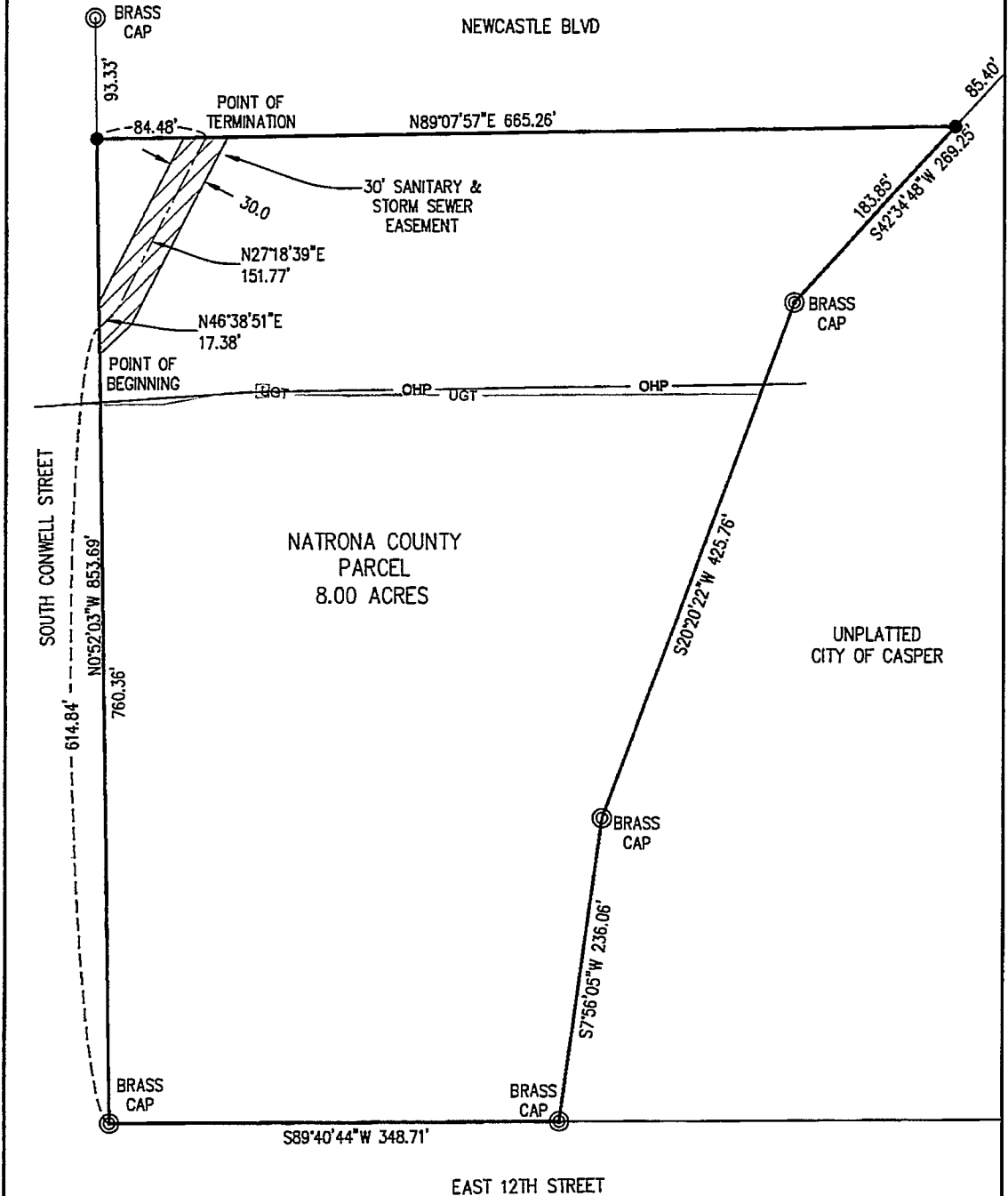
The above described easement contains 0.12 acres, (5074.39 S.F.) more or less, and is subject to all rights-of-way and/or easements, reservations and encroachments which have been legally acquired.

I hereby certify that this description was prepared from notes taken during an actual survey made under my direct supervision in February, 2023, and that on the basis of my information knowledge and belief as a Professional Land Surveyor that this description is true and correct.



MODIFICATION IN ANY WAY OF THE FOREGOING DESCRIPTION IS STRICTLY PROHIBITED. I HAVE CAREFULLY REVIEWED THIS INFORMATION AND CERTIFY IT TO BE ACCURATE ON THE BASIS OF MY KNOWLEDGE AND BELIEF. ANY CHANGE, ADDITION OR DELETION OF ANY PART OF THIS DESCRIPTION WILL ACT TO VOID ANY WARRANTY OR RESPONSIBILITY, EXPRESSED OR IMPLIED, THAT I HAVE TOWARD THE SUBJECT PROPERTY.

HIGHLAND PARK CEMETERY
ADDITION NO. 2



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LEGEND

- SET ALUMINIUM CAP
- ⊙ FOUND MONUMENT AS NOTED

EXHIBIT "B"
**30' WIDE SANITARY &
STORM SEWER EASEMENT**
Portion of
Highland Park Cemetery Addition No. 2
NW $\frac{1}{4}$ SE $\frac{1}{4}$ Section 10
T.33N., R.79W., 6th P.M.
Casper, Wyoming
February, 2023
W.O. 23-111