

**REQUEST FOR QUALIFICATIONS  
for  
DISCLOSURE COUNSEL**

**CITY OF CASPER, WYOMING**

June 17, 2026

**Overview**

The City of Casper, Wyoming (the “City”) is seeking qualifications and fee quotes from prospective law firms to provide disclosure counsel services regarding the anticipated issuance of Certificates of Participation, Series 2026 (the “2026 COPs”). Proceeds of the 2026 COPs will be used to finance a project fund of approximately \$15 million to finance the renovation of an office building previously purchased by the City to serve as the City’s new Police Headquarters. The City has purchased the facility and completed prior phases of construction with available City cash and expects to finance the last portion of project costs to fund the final renovation of the building.

The 2026 COPs will be paid from base rental payments to be made by the City to a Trustee pursuant to the terms of a lease of real property. The payment of base rentals will be subject to annual budgetary appropriation by the City.

The City reserves the right to reject all responses, to negotiate with any prospective firm, and to terminate the proposed financing at any time. If the 2026 COPs are not delivered for any reason, the proposing firms will have no recourse against the City, its financial advisor, or any of their affiliates, agents or representatives for any expenses, losses, damages, or liability incurred.

**Anticipated Legal Structure of the Transaction**

The City currently anticipates using a portion of the facility as the leased property for the 2026 COPs (“2026 Leased Property”). The City has hired Hathaway & Kunz to serve as Bond Counsel for the 2026 COPs; they will be assisting the City along with the finance team to determine the number of floors or portion of the Police Headquarters Facility that will be serving as the final 2026 Leased Property. The 2026 Leased Property will be leased by the City to the Trustee pursuant to a Site Lease. The City will lease the Leased Property back from the Trustee under the terms of an annually renewable Lease Purchase Agreement. Subject to annual appropriation, the City will make annual Base Rental Payments to the Trustee under the terms of the Lease Agreement. The Trustee will repay the 2026 COPs from the Base Rentals received from the City under the Lease Agreement. The Site Lease will terminate upon the earlier of the full payment of the Lease Agreement, or upon its expiration.

The Trustee will be acting solely in its capacity as trustee under an Indenture of Trust pursuant to which the 2026 COPs will be executed and delivered. The Underwriter will purchase the 2026 COPs from the Trustee, and the Trustee will use the proceeds to prepay all rentals due to the City under the Site Lease. The City will apply the funds received as prepaid rentals from the Trustee to the eligible Project.

Neither the 2026 COPs nor the Lease Agreement will be a long-term debt or multiple fiscal year obligation of the City for State law purposes. The Lease Agreement is renewable from fiscal year to fiscal year by the act of appropriation of the rentals due under the Lease Agreement. The City’s obligation to make payments under the Lease Agreement will not extend beyond any fiscal year



## **REQUIRED RESPONSE ITEMS – 5 Pages Maximum**

Please provide responses to these items in the general sequence presented. Responses may be combined to economize on space or to improve clarity. The City discourages the use of boilerplate language and exhibits and encourages each proposing firm to prioritize its responses within the stated page limitation according to its sense of the relative importance of the information.

1. Please provide a brief overview of your firm and its experience providing disclosure counsel services to local governments for the issuance of certificates of participation or lease purchase agreements. Please include at least two comparable transactions for that you have worked on that are similar in scope to the proposed 2026 COPs.
2. Please identify the public finance personnel assigned to this transaction and provide brief descriptions of their relevant experience.
3. Discuss your understanding of Wyoming law as it relates to the 2026 COPs.
4. Please provide your proposed fee structure for the 2026 COPs, including any reimbursable costs you would submit to the City for payment.