



## Request for Proposal (“RFP”)

# Design and Feasibility Study of a Master Plan Legacy Park

Issued by:  
Washington County Legacy Park  
5500 West 700 South  
Hurricane, Utah 84737

Issue Date:	February 7, 2023
Closing Date:	February 22, 2023
Award Date:	April 3, 2023

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## 1. Intent

It is the intent of Washington County, Utah, (“County”) to obtain proposals from qualified industry experts that can provide feasibility and master plan services for an expected future multipurpose venue expansion at Washington County Legacy Park. Legacy Park hosts over 250 events on 14,000 acres and is in need of more venue space, office space, and an arena with a capacity of 10,000 – 15,000. The selected firm (“Contractor”) will prepare a master plan with alternative build options. The Contractor may also submit its proposal to facilitate the design throughout all phases of the projecting including (but not limited to) planning, bidding, construction, and completion.

## 2. Background and Objective

The Washington County Legacy Park Fairgrounds provides a variety of services to the community and visitors, including horse races, rodeos, banquets, roadshows, concerts, and the Washington County Fair. The overarching goal for Legacy Park is to generate an economic impact on Washington County by offering activities that will encourage visitors to stay.

Various upgrades have been made throughout the lifespan of Legacy Park. The objective of the feasibility study is to understand the trends and use of Legacy Park to develop a master plan that will support increased use of Legacy Park. The objective of the master plan study is to develop a consistent, functional, and flexible design for the variety of events held at Legacy Park.

## 3. Submission Deadline and Opening Date

To receive consideration, and responses to this RFP the County must receive the proposal no later than 4:00 p.m. on February 22, 2023 (“Opening Date”). One unbound original, one copy, and one electronic copy of the proposal should be delivered to:

Washington County Legacy Park  
5500 West 700 South  
Hurricane, Utah 84737

Attention: Susi Lafaele  
Director, Legacy Park, and County Fair

Facsimile or electronic proposals (other than that which accompanies the proposals above) will not be accepted. Courier or hand-delivered proposals should be dropped off

at the south end of the Harmony Building Monday through Friday, between 9:00 am to 3:00 pm, except on the Opening Date.

Proposals will remain sealed until 4:30 on the Opening Date. Sealed proposals will be opened at Legacy Park Grafton Building in the Conference Room. Late proposals will not be considered and will be returned unopened.

Before the submission deadline, the County may amend or clarify the RFP in the case of any discrepancies or omissions. Any change will be posted as a formal written addendum on the Washington County website. In the event of a revision to the RFP after the closing date, candidates will have an opportunity to refine, submit or resubmit their proposals.

#### 4. Project Scope

- A feasibility study to determine the current and future need for Legacy Park Facilities
- Designs for a multipurpose venue that corresponds with the feasibility study
- Designs for a 10,000 – 15,000-person capacity multipurpose arena, which would include office space, docking station, conference rooms, green room(s), and shower facilities.
- Proposed information for fundraising
- Design of Master Plan and Site Plans
- Alternative Master Plan(s)
- Project Renderings for marketing
- Timeline and Deliverables
- Qualifications – including past designs
- Fee structure

#### 5. Proposal Requirements

Contractor's proposals are required to base their proposal submission, and all pricing contained therein, on the requirements set out in this RFP. Notwithstanding these requirements, candidates are encouraged to provide innovative ideas and suggestions that may improve upon the requirements in this document. Master plan Design shall comply with all local, state, and national codes. Proposal shall detail the specific services to be provided.

Proposals shall include the following:

1. Cover Letter and Executive Summary, which shall include the following:

- a. The Contractor’s organization name, date established, Tax Identification Number, and a brief history of the organization.
  - b. Contact information (name, address, phone number, and email address)
  - c. List of key members in the organization
2. A narrative describing the proposed project approach a and summary of understanding of the project scope and requirements.
3. A proposed schedule of fees and reimbursable expenses for the feasibility study and master plan design.
4. A portfolio of Contractor’s previous projects, including the Contractor’s specific role in the project, photos of the completed project, and reference information.
5. A list of contractors/sub-contractors and the services they will provide (if applicable).
6. Timeline for feasibility study, master plan design, and conceptual construction.
7. Proposal shall be based on executing a contract. If specific terms and conditions are preferred, the proposal may request such terms and conditions.
9. Provide the names and contact information of three references. Provide the project names and services provided for each reference.

## 6. Proposed Timeline

February 7, 2023	RFP Issued
February 10, 2023	Legacy Park Walk-Through to inspect space, discuss the project, etc.
February 22, 2023	Proposals Due
March 13, 2023	Contractor Interview and Presentation of Feasibility Study, Master plan, and Alternatives
April 3, 2023	Award Date

## 7. Legacy Park Walk-Through

To facilitate an understanding of the project, a scheduled walk-through of the space is scheduled on the following date:

Friday, February 10<sup>th</sup>, 10:00 am - 2:00 pm

While the walk-through is not mandatory, participation is strongly encouraged. Registration is required to participate in the walk-through. Please indicate your intent to participate, providing the names and contact info of those attending to:

Susi Lafaele  
(435) 922-2766  
[susi@washcofair.net](mailto:susi@washcofair.net)

Additional access to Legacy Park may be available by request. Availability is limited while events occur at the facility.

### 8. Evaluation of Submissions

All proposals must be in reference to the terms and conditions stated in this RFP. The awarded proposal will be selected based on the County's determination of the top-scoring and most advantageous proposal, presentation (if held), and completed reference checks.

The decision to request interviews/presentations is at the discretion of the County. The intent of the presentations, if held, will be to allow the County an opportunity to clarify and ask questions resulting from the initial evaluation. No new information may be brought forward. Presentations are not guaranteed, candidates are advised to fully respond to the RFP at the time of submission.

<b>Selection Criteria</b>	<b>Maximum Points 100</b>
1. Design experience with related/similar projects	20
2. Approach and attitude toward the project demonstrating design, collaborative work history, sufficient team depth and availability	20
3. Performance – technical/budget/schedule	20
4. References	20
5. Overall Proposed Cost	20

### 9. Award

The County will either award an appointment in whole or in part or will announce that no appointment will be made. There is no implicit or explicit guarantee that the project

will proceed. Washington County reserves the right to accept or reject any or all proposals.

## 10. Terms and Conditions of the RFP

Disclosure. Upon award of the contract, all proposals accepted by the County shall become a matter of public record and shall be regarded as public, except those elements of each proposal that are identified by the Contractor as business or trade secrets and plainly marked as “trade secret,” “confidential,” or “proprietary.” Each element of a proposal that the Contractor desires not to be considered a public record must be clearly marked. Any blanket statement (i.e. regarding entire pages, documents, or other non-specific designations) shall not be sufficient and shall not bind the County in any way whatsoever. If disclosure is required under the Utah Government Records Access Management Act (“GRAMA”) or otherwise by law (despite the Contractor’s request for confidentiality), the Contractor shall not in any way be liable or responsible for the disclosure of any such records or part thereof.

Agreement for Awarded Contractor. The Contractor will enter into an Independent Contractor Agreement (“ICA”) with the County based on the contents of the RFP and the Contractor’s proposal.

Insurance. Before executing an Independent Contractor Agreement, the Contractor will be required to provide proof of the required insurance and endorsement to the County. Contractors are encouraged to contact their insurance carriers once Contractor reviews the ICA to ensure that the insurance requirements can be met if selected. Insurance requirements may vary based on the final agreed-upon scope of the project.

Failure to Agree. If the County and selected Contractor cannot agree on a satisfactory agreement, the County reserves the right to terminate negotiations. The County may then negotiate an agreement with another RFP applicant, or County may submit another request for proposals.

Right to Reject. The County reserves the right to reject any and all proposals. In addition, the County will not reimburse costs associated with the preparation or presentation of the proposals.