



Request for Proposal (“RFP”)

Southern Utah Practical Shooting Range Range Modification

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

Issue Date:	November 29, 2023
Closing Date:	December 14, 2023
Award Date:	December 21, 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 shooting bay improvements at the Washington County Shooting Sports Park, which includes increasing the bay sizes by lowering the mid-berm heights to 12 feet, and providing flood controls by allowing water to flow out of the bays into a designated area that will not affect range operations. The selected firm (“Contractor”) will prepare a master plan with alternative build options.

2. Background and Objective

The Southern Utah Practical Shooting (SUPS) range is an event-based range where practical shooting matches take place. Aside from hosting monthly club matches that service local, outside of Washington County, and out-of-state competitors, we host large matches where most of the competitors are from out of state. The current facility has bays that are lower than the road, which are graded from the road to the back of the bays making the bays retain water, and there is no flood path for the water to flow outside of the shooting range. The bay sizes are also hindered by the excessive mid-berm heights of 25ft. SUPS is viewed as a destination range, where competitors bring friends and family to vacation prior to and after the event.

The objective is to: lower 11 mid-berm heights to 12ft to maximize the width of the bays (see attachment), raise the bay decks to higher than the road, grade the bay decks to allow water to flow out of the bays, have a path for the water to a designated area outside of the event area, lay down bay deck surface suitable to run on, apply a layer of non-rocky material to cover the raw berm material and help minimize erosion. There is also a catchment that retains water that drains through a too-small and too-low culvert into the range (see SUPS Range Map enclosed). This catchment needs to be filled and an area designed to direct water to the West side to the outer perimeter of SUPS. The East side berm of Bay H1 needs to be extended to match the West side berm of Bay H1. The berm height behind Bays H1 and H2 needs to be increased. The excess dirt priority is to first extend the East side berm of Bay H1 to match the West side (12ft tall with side material to 10ft). The second priority is to fill the catchment and direct water flow West around the exterior of SUPS. The third priority is to raise the berm height behind bays H1 and H2. (see SUPS Range Map enclosed)



3. Submission Deadline and Opening Date

To receive consideration and responses to this RFP the County must receive the proposal no later than 3:00 pm on December 14th, 2023 ("Opening Date"). One sealed unbound original 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
(435) 922-2766
susi@washcofair.net

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.

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

- Lower 10-11 mid-berm heights from 25ft to 12ft
- Raise the bay decks higher than the roads
- Grade the bay decks to allow water to flow out of the bays
- Provide a water flow path to exit the bays and flow outside of the event area, as well as manage the water flow off the backside of the berms facing the entrance of each bay

- Deck surface to be 2 inches of red crushed cinders or something suitable that accommodates running on
- Berm surfaces to have 6 inches of blue clay (or equivalent) over the raw berm material, up to 2ft below the top of the berm.
- Road base on the roads with a coating to reduce dust
- Excess Dirt: The first priority is to extend the East side of Bay H1 to match the West side of Bay H1 (12ft tall with side material to 10ft). The second priority is to fill the catchment and direct water flow to the West side, outside of the SUPS area. The third priority is to increase the height of the berm behind Bays H1 and H2 (see SUPS Range Map closure)
- Timeline and Deliverables. All work is desired to be completed by February 2nd, 2024, or as soon as practicable.
- Qualifications – including past designs
- Fee structure

5. Proposal Requirements

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 and a 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. The 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

November 29, 2023	RFP Issued
December 8, 2023	Southern Utah Practical Shooting Range Walk-Through to inspect bays, discuss the project, etc.
December 14, 2023	Proposals Due
December 21, 2023	Award Date

7. Southern Utah Practical Shooting Range Walk-Through

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

Friday, December 8th, 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

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.

Selection Criteria	Maximum Points 100
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 County shall not in any way be liable or responsible for the disclosure of any such records or part thereof.

Agreement for Awarded Contractor. The selected 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 ICA, 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.