

Request for Proposal (“RFP”)

Cliffrose Trailhead
Pine Valley Ranger District
St. George Utah

Issued by:
Washington County
111 E Tabernacle St
St. George, UT 84770

Issue Date:	January 22, 2025
Closing Date:	February 14, 2025

1. Intent

It is the intent of Washington County, UT (“County”), in partnership with the Dixie National Forest; Pine Valley Ranger District to obtain proposals from qualified industry experts that can provide construction services in compliance with industry standards. The selected proponent (“Contractor”) will construct a Trailhead, designed by the Dixie National Forest, for the Cliffrose Trail system.

Background and Objective

The Cliffrose Trail System is a recently constructed, approximately 20-mile mountain biking and hiking system of trails. The number of trails in this system is planned to expand. The trails have been constructed over the last 3 years through a partnership between the Pine Valley Ranger District and Washington County and with grant funding from the State of Utah. A trailhead is needed for this system. Current parking is along the road or in a small, cleared area to one side of the main access road. The desired trailhead will include expanded parking, CXT toilet, Kiosk, Shade structures and picnic tables, fencing and a bicycle repair station.

2. Submission Deadline and Selection Date

To receive consideration, a response to the RFP must be submitted to the County no later than 2:00 pm on February 14, 2025. One electronic and four physical copies of the proposal should be delivered to:

Washington County
Greater Zion Convention and Tourism Office
111 E Tabernacle St
St. George, UT 84770

Attention: Leslie Fonger
Greater Zion Convention and Tourism Office
Destination Development Manager
leslie@greaterzion.com

There will be a public bid opening on February 14, 2025 at 2:30 pm at the Washington County Administration Building 111 E. Tabernacle St Saint George UT in room 182.

Each proposal will be reviewed and scored according to the Selection Criteria contained in this RFP. A proposal is anticipated to be selected by February 21, 2025.

3. Project Scope

Cliffrose Trailhead Construction

- Project Management description
- Project Collaboration plan

- Trailhead Construction to include the following (not an exhaustive list):
 - Grubbing and clearing
 - Crushed aggregate base
 - concrete curb stops
 - Fencing
 - Concrete work
 - Shade structures
 - Kiosk and additional signage
 - Bike repair station
 - CXT Restroom (Comfort station) concrete apron
- Construction will occur according to the attached design, specifications and descriptions provided by the Dixie National Forest with the following change:
 - The location of Family Unit Pad Option 3 will be switched with the Comfort Station.

4. 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. All applicable Federal, and State of Utah rules and regulations will be followed and met in this project. 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 and summary of understanding of the project scope and requirements.
3. A proposed schedule of fees and reimbursable expenses for the construction.
4. A portfolio of Contractor's previous projects, including Contractor's specific role in the project and reference information.
5. A list of contractors/sub-contractors and the service they will provide (if applicable).
6. Timeline for completion of the project
7. Proposal shall be based on executing a contract. If specific terms and conditions are preferred, the proposal may request such terms and conditions.

8. Provide the names and contact information of three references. Provide the project names and services provided for each reference.

5. Proposed Timeline

January 22, 2025 RFP Issued
February 14, 2025 Proposals Due
February 21, 2025 Anticipated Selection Date

6. Informational Meeting

To facilitate an understanding of the project, an on-site field meeting is scheduled for January 31 at 10:00 AM. The field meeting is not mandatory but participation is strongly encouraged. Please indicate your intent to participate, providing the names and contact info of those attending to:

Leslie Fonger
leslie@greaterzion.com

7. 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, and completed reference checks.

The decision to request interviews/presentations is at the discretion of the County. The intent of the presentation, 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. Experience with related/similar projects	20
2. Approach and attitude toward the project demonstrating collaborative work history, sufficient team depth and availability	20
3. Performance – technical/budget/schedule	20
4. References	20
5. Overall Proposed Cost	20

8. Award

The County will either award an appointment in whole or in part or will announce that no appointment will be made. Washington County reserves the right to accept or reject any or all proposals.

9. 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 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 promptly comply with such disclosure requirements.

Agreement for Awarded Contractor. The Contractor will enter into a Professional Service Agreement with the County based on the contents of the RFP and the Contractor’s proposal.

Insurance. Before executing a Professional Service 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 Professional Service Agreement 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 or pursue other allowable means.

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.