



REQUEST FOR PROPOSALS (RFP)

CONTRACTOR SERVICES

Request for written proposals for an Iron County Utah Fairgrounds 25-year Master Plan with the following services:

- Propose the most advantageous locations for additional large and medium size buildings (indoor arena, exhibit halls, stalls, etc.) with relationship to existing fairgrounds buildings and layout.
- Propose enhancements/additions, if needed, to the existing arena, stadium seating, concessions stand, etc.
- Propose the following additions: number & locations of animal stalls, vender & participant spaces, additional stadium seating, additional outside venues sizes & locations, such as amphitheater, walking trails, restrooms, etc.
- Propose parking solutions for growth stages and full 25-year buildout for both parking lots and/or parking areas with shuttle service.
- Determine the most advantageous green spaces, shade tree planting locations and stormwater drainage routes to prevent standing water and flooding on the fairgrounds.

RFP Due: by 5:00 pm on November 12, 2024

Questions regarding the project may be directed to Richard Wilson, County Engineer, (435) 477-2373 or Jami Evans, Fairground Director (435) 477-8384.

SECTION 1 – GENERAL INFORMATION

1.1 General

The Iron County Fairgrounds has a rich history of community engagement, evolving over the years to become a central hub for local events and gatherings. Each year, the fairgrounds draw over 35,000 visitors during the Iron County Fair, making it one of the most anticipated events in the region. Over the past decade, the fairgrounds have expanded significantly, including a 35% increase in seating capacity to accommodate growing attendance. However, with a 3.7% population growth in the

county over the past year, further expansion will be required. Many events have been selling out, leaving insufficient seating to meet demand.

To address this and plan for future growth, the county is seeking a Master Plan for the Fairgrounds. This plan will aim to enhance infrastructure, seating, and event spaces to ensure the fairgrounds continue to meet the needs of the growing population. The goal is to maintain the fairgrounds as a vibrant and accessible space for the community to gather, celebrate, and enjoy various events, while proactively preparing for increased participation in the years to come.

Notable needs of the fairgrounds reported by the public and County Staff include:

- Additional animal stalls
- Participant onsite overnight camping
- Additional bleachers
- Concert venue
- Additional restrooms
- Parking overflow out of the fairgrounds proper onto city streets
- Indoor Arena
- Playground(s) and recreation area(s)

1.2 Invitation

Iron County is requesting proposals from firms (hereinafter referred to as the “Consultant”) qualified and interested in providing professional engineering services to the County for a Fairgrounds Master Plan (hereinafter referred to as the “Plan”). The Plan will identify modifications or additions necessary to best fit with the existing fairgrounds located in Parowan, Utah. The Plan will address predicted future uses and needs with an estimated timeline for each improvement. The planning period is 25 years.

This RFP contains the necessary information to understand the basic scope of work and responsibility, the consultant selection process, and the required documentation in submitting a proposal.

The County anticipates that consultant services will begin on or before January 15, 2025.

1.3 Responses to Proposals

All responses to this proposal request must follow the directions stated within this RFP. Adherence to these rules will ensure a fair and objective analysis of the proposals. Proposals should be prepared simply and economically. Special bindings, colored displays, promotional materials, etc., are not necessary. Emphasis should be on completeness, brevity, and clarity of content.

1.4 Schedule

Action	Location	Date	Time
Invitation	N/A	10/15/2024	N/A
Optional Pre-Proposal Meeting	County Fairgrounds Office, Parowan	10/22/2024	10:00 AM
Pre-Proposal Questions Due	County Engineers Office, Cedar City	10/25/2024	5:00 PM
Responses to Pre-Proposal Questions Distributed by County	N/A	11/01/2024	5:00 PM
Proposals Due	County Engineers Office, Cedar City	11/12/2024	5:00 PM
Proposals Opened Publicly	County Engineers Office, Cedar City	11/14/2024	5:00 pm
Interviews (if held)	County Bldg. Dept. Conf. Room, Cedar City	TBA	TBA
Selection Committee Recommendation	N/A	TBA	TBA
Notice of Intent to Award Contract	N/A	11/26/2024	5:00 PM
County Commission Approval of Contract	County Bldg. Parowan	12/09/2024	Commission Mtg 10:00am
Begin Contract (Estimated)	N/A	1/15/2025	
Project Completion (Estimated)	N/A	7/15/2025	

* The dates listed above are approximate and subject to change at the sole discretion of the County.

1.5 Proposal Withdrawal

Any proposal may be withdrawn at any time before the “**Proposal Due**” date and time specified in Section 1.4, Schedule, by providing a written request for the withdrawal of the proposal to the County. A duly authorized representative of the firm shall execute the request. Withdrawal of a proposal will not prejudice the right of the proposer to file a new proposal on this or future projects. Proposals cannot be withdrawn within thirty days (30) after the proposal due date.

1.6 Rejection or Acceptance of Proposals

The County may reject or accept any proposal or parts thereof, submitted in response to this RFP. The County expressly reserves the right to:

- a. Disregard any or all irregularities in the proposals.
- b. Reject any or all of the proposals or portions thereof upon finding it is in the public interest to do so.

- c. Base award with due regard to the quality of services, experience, compliance with the RFP, and other factors as may be necessary under such circumstances.
- d. Reject all proposals and re-advertise at the County's sole discretion.

1.7 Selection of Consultant

An evaluation committee will be appointed to evaluate the proposals received. For the purpose of scoring proposals, each committee member will evaluate each proposal in accordance with the **Content and Evaluation Criteria** listed below and detailed at greater length in Section 3. The evaluation committee may seek outside expertise, including but not limited to, input from technical advisors, to assist in the evaluation process.

The successful Consultant shall be selected by the following process:

- a. An evaluation committee will be appointed to evaluate submitted written proposals.
- b. The committee will score the written proposals based on information submitted according to the evaluation criteria and point factors.
- c. A short list of Consultants, based on the highest scores, may be selected for interviews.
- d. Final scores, based on the same evaluation criteria, will be determined.

Content and Evaluation Criteria	Maximum Pages	Maximum Score
1. Introductory Letter	2	5
2. Project Understanding & Approach	5	30
3. Project Schedule	1	5
4. Management & Quality Control	2	10
5. Project Examples (5 max)	10	15
6. Project Team & Organization	N/A	30
Appendix: Key Staff and Team Member Resumes (No more than 1 page per resume)		
7. Proposal Clarity	N/A	5
Totals	25	100
Interviews (if held)	N/A	100
Totals	N/A	200

Qualifications-Based Selection:

As a matter of a qualifications-based selection (QBS), the County will attempt to reach a final agreement with the highest scoring Consultant. However, the County may, in its sole discretion, terminate negotiations and reject the proposal if it appears

agreement cannot be reached. The County may then attempt to reach a final agreement with the second highest scoring consultant and may continue on, in the same manner, with remaining Consultants until an agreement is reached.

RFP SCHEDULE

Refer to Section 1.4 above.

SUBMITTAL INFORMATION

Any questions pertaining to the RFP should be directed to Richard Wilson, Iron County Chief Engineer (contact information below). All Bid materials shall be in an 8.5 x 11 format. All information requested in the RFP must be addressed in the proposal.

Proposals are due by **5:00 pm on November 12, 2024**, and shall be submitted to:

Richard Wilson
Iron County Chief Engineer
82 North 100 East, Suite 104,
Cedar City, Utah 84720
rwilson@ironcounty.net
Contact phone number (435) 865-5370

Opening/Review of Bids to be held **November 14, 2024 at 8:30 am**

Iron County Engineers Office
82 North 100 East, Suite 104
Cedar City, Utah 84720

Reserved Rights

Award of contract shall be made to the submitter whose bid is determined to be the most responsible and advantageous to the County, considering pricing, timing, and the evaluation factors set forth in the request for bid. The request for bid is not to be considered a commitment of any kind, for payment or costs incurred in the submission of a bid or for any cost incurred prior to the execution of a formal contract with Iron County.

Iron County reserves the right to accept or reject any or all bids or proposals.

1.8 Execution of Contract

It is anticipated that the total cost for services will need to be approved by the County Commission. The contract should be signed within a week of County Commission award of the contract.

1.9 Public Records

Any materials submitted by the proposer shall become the property of the County unless otherwise specified. During the evaluation of proposals and the selection of the Consultant, the proposals shall be confidential. After the selection process has

been completed, the proposals shall be open to public inspection. Proposals should not contain any information the proposers do not wish to become public. If it is necessary to submit confidential information in order to comply with the terms and conditions of the RFP, each page containing confidential information should be clearly marked "NOT FOR PUBLIC DISCLOSURE--CONFIDENTIAL TRADE SECRETS." The County accepts no liability for the inadvertent or unavoidable release of any confidential information submitted, and any claims arising out of any public record request for such information shall be at the proposer's expense.

1.10 Federal/State/Local Requirements

The selected proposer shall comply with all Federal, State and local laws, regulations, executive orders and ordinances applicable to the work under this contract. In addition, the proposers agree to comply with:

- a. Title VI of the Civil Rights Act of 1964;
- b. Section V of the Rehabilitation Act of 1973;
- c. The Americans with Disabilities Act of 1990;
- d. All regulations and administrative rules established pursuant to the foregoing laws; and
- e. All other applicable requirements of Federal and State civil rights and rehabilitation statutes, rules, and regulations.

Proposer is subject to the Utah Worker's Compensation Law and shall comply with the provision of Worker's Compensation coverage for all employees working under this contract. The County's programs, services, employment opportunities and volunteer positions are open to all persons without regard to race, religion, color, national origin, sex, age, marital status, disability or political affiliation.

1.11 Payment

The County will pay the Consultant under contract for services performed based on the approved rates, the scope of work completed, and anticipated reimbursement expenses. The County will make monthly progress payments within thirty (30) calendar days following receipt of properly itemized invoices.

Payment for extra work not described in the scope of services will only be made when authorized in advance and in writing by the County Engineer or Fairground Director prior to such work being performed by the consultant.

If the Consultant anticipates that the fee is going to surpass the not-to-exceed figure because a task has changed and is outside the scope, the Consultant shall notify the County in writing of the circumstances with an estimated amount that the fee is to be exceeded. The Consultant shall obtain written permission from the County before exceeding the not-to-exceed fee amount. If the consultant does work that exceeds the maximum fee amount prior to obtaining the written permission, the Consultant waives any right to collect that exceeding amount.

1.12 Incurred Costs

The County is not liable for any costs incurred by proposers in the preparation and/or presentation of their proposals.

SECTION 2 – Scope of Work

2.1 Introduction

Iron County Utah, is seeking high quality and responsible services from a qualified and experienced individual or firm to provide a Fairgrounds master planning.

2.2 Term of Service

The contract resulting from this Request for Proposals (RFP) shall be for a period of approximately 6 months, commencing January 15, 2025.

2.3 Scope of Work

There is no prior Fairgrounds master plan, thus necessitating the need for this project. The Master Plan will identify modifications or additions necessary to address predicted future needs. The planning period for the Master Plan is 25 years.

Task 1 – Project Management

1.1 Project Administration

Consultant shall provide a Project Administration Plan to direct, coordinate, and monitor the activities of the project with respect to budget, schedule, and contractual obligations. The Project Administration Plan shall be updated on a monthly basis and submitted to the County.

1.2 Coordination Meetings

Consultant shall provide a minimum of biweekly conference calls and/or meetings between the Consultant and County personnel to review project progress, discuss project challenges and findings, and review early study results. Consultant shall ensure that the County personnel and Consultant team members maintain a shared understanding regarding study direction, objectives, and deliverables.

1.3 Quality Assurance and Quality Control Review

Consultant shall conduct internal Quality Assurance and Quality Control meetings and follow-up with technical experts as necessary during the course of the project.

Task 2 – Data Gathering

2.1 Kickoff Meeting and Project Overview

Consultant shall initiate the project kickoff meeting. Consultant shall prepare an agenda for the kickoff meeting, invite necessary attendees, collect data, and discuss the schedule of the project.

2.2 Conduct Interviews

Consultant shall conduct interviews with County and Parowan City personnel familiar with the fairgrounds to collect information on the operation and maintenance of the fairgrounds and any known deficiencies. Consultants shall make site visits with County personnel to specific facilities if necessary. The following is a list of County and Parowan City employees that have been identified to help answer questions and provide information about the fairgrounds.

Jami Evans – Fairground Director
Richard Wilson – County Engineer
Dan Jessen – Parowan City Manager

2.3 Collect and Review Current Data

Consultant shall submit a list of information to be collected and provided by the County and Parowan City. The provided information shall be reviewed by the Consultant to determine if it is sufficient for completion of the project objectives. If the information is not sufficient, the Consultant shall suggest alternatives.

Task 3 – Create Current Fairgrounds Layout

Consultant shall create a model of the current Fairgrounds with sufficient detail to identify Fairgrounds road access, existing buildings, parking, activity locations, and public gathering constraints.

Execute the model based on existing and future buildout conditions for the 5-, 10-, 15-, 20-, and 25-year growth and identify trouble spots according to the criteria developed above.

Identify locations for additional facilities, parking, and activities that show potential strategic value, capacity, and development potential.

Task 4 – Retrofit Analysis

Consultant shall evaluate the opportunities to incorporate existing structure retrofits in the future Capital Improvement Plan (CIP), including a cost and ranking in the CIP.

Task 5 – System Condition Assessment

Consultant shall develop a database to assess the condition of the fairgrounds. The database shall separate the fairgrounds into segments, such as existing stadium seating, areas, restrooms, animal stalls, participant onsite overnight camping, public parking, exhibit hall, and concessions. Consultant shall develop a rating system to apply to the fairground segments. The rating system will be used to rank each segment based on highest priority of replacement or repair. The rating system would be a numerical points system based on items such as:

- a. Increase event attendance and County population growth
- b. Existing Deficiencies:
 - Number of Repairs
 - Condition
 - Years Left in Expected Life Cycle

Consultant shall design database to be clear and simple for County personnel to update on an annual basis. The County would use the database to determine priority for capital improvements and maintenance projects for each fiscal year.

Task 6 – Fairgrounds Capital Improvements Plan

Consultant shall group identified improvements into projects with planning level cost estimates of $\pm 20\%$ accuracy prepared for each project. Consultant shall develop a 25-year Capital Improvement Plan (CIP) for the fairgrounds. The improvement projects will be prioritized in order of importance and suggested dates for construction will be assigned.

Task 7 – Staffing Levels Analysis

Consultant shall perform an analysis of the County Fairgrounds staffing levels. The analysis shall determine the Administration staffing level necessary to adequately maintain and manage the County Fairgrounds utilizing County employees, seasonal employees, and event volunteers. Consultant shall draw comparisons from other nearby Counties and Cities with similar sized fairgrounds and population.

Task 8 – Fairgrounds Master Plan

8.1 Draft Fairgrounds Master Plan

Upon completion of Tasks 1 through 7, Consultant shall submit 3 printed copies and 1 digital copy in PDF format of a draft Fairgrounds Master Plan report to the County for review and comment. At a minimum, the report shall include the following:

- a. An Executive Summary.
- b. Colored maps that are clear, easy to understand, and of professional quality of the Counties Fairgrounds, identified deficiencies, and proposed improvements.
- c. Summary of the existing Fairgrounds.

- d. Population projections related to Fairground growth and use.
- e. Documentation of modeling methodologies and assumptions.
- f. Technical information, analysis, and discussion of results for each task making use of charts, graphs, and figures of professional quality to clearly and efficiently convey the information, findings, and conclusions.
- g. Justification for recommended work to be accomplished.
- h. Fairgrounds Condition Assessment.
- i. Fairgrounds Capital Improvements Plan.
- j. Other supporting documentation.

Consultant shall incorporate County review and comments of the draft materials and resubmit for additional reviews in accordance with Task 13.1 until final County approval of the draft materials. Resubmittal of complete document for secondary review is not required. Edited materials may be submitted as replacement pages.

8.2 Final Fairgrounds Master Plan

Upon County approval of the draft materials, Consultant shall submit 3 printed copies and 1 digital copy in PDF format of a final Fairgrounds Master Plan. Consultant shall provide all Fairgrounds Master Plan maps in electronic format compatible with the County's GIS system.

8.3 Public Meetings

Consultant shall plan to attend County meetings to present, discuss, and answer questions regarding the Fairgrounds Master Plan. These meetings are TBD.

SECTION 3 – PROPOSAL REQUIREMENTS

3.1 Proposal Submittal

Sealed proposals for the Fairgrounds Master Plan Project will be received by Iron County until November 12, 2024 at 5:00 pm local time at the Iron County Engineer's office, 82 N. 100 E Ste. 104, Cedar City, Utah 84720. Proposals will not be received after such date and time.

Proposals must be submitted in a sealed envelope clearly marked as follows:

Attention: Richard Wilson, County Chief Engineer
RE: Proposal for Fairgrounds Master Plan Project, 2024
Submitted By: *(include company name, contact name, and contact info)*

To receive consideration, submit proposals in accordance with the following instructions: Proposals should be prepared simply and economically, providing a straightforward, concise description of proposer's capabilities to satisfy the requirements of the RFP. Emphasis should be on completeness and clarity of content.

The County recognizes that in the submittal of proposals, certain information is proprietary to the contractor and that the safeguarding of information is necessary. Accordingly, the County will make every effort to prevent any disclosure of data supplied by any contractor where the proposer identifies those portions of its proposal that are proprietary.

3.2 Proposal Format

Proposer must submit four hard copies (one original) of their proposal. To provide a degree of consistency in review of the written proposals, firms are requested to prepare their proposals in the standard format specified below.

The proposal must be organized in accordance with this section. Brevity is appreciated by the County staff reviewing the proposals. The proposal may not exceed 11 pages, font size should be 11-point font or larger. Covers, dividers, table of contents, and resumes are not included in the above page count. Key personnel resumes shall be in a separate Appendix at the end of the proposal. Proposers shall provide key staff resumes (maximum one-page each).

A proposal exceeding the specified number of pages may be considered non-responsive and the proposal may not be considered.

3.2.1 Introductory Letter (2 pages, 5 points)

The introductory letter shall include, but not be limited to, the following information:

- An overview of the Proposer's submittal. Include key points, your understanding of the project, key personnel capabilities and expertise, and the experience that qualifies your firm to successfully complete the project.
- A description of any specialties or unique strengths your firm has that relate to the requested services.
- The name of the firm, printed name, title, and contact information of the officer(s) authorized to represent the Consultant in any correspondence, negotiations, and contracts that may result.
- The name of the project manager, office location, and contact information.
- The Federal and State tax identification numbers, and the state of incorporation.
- Provide a statement that the proposal is valid for sixty (60) days after the submission deadline.
- Provide a Proposer's standard contract sample for review by County staff.

By signing the cover letter, Contractor certifies compliance with the tax laws of the State of Utah or a political subdivision of the State of Utah and provides a covenant to continue to comply with the tax laws of this state or a political subdivision of this state for duration of this contract.

3.2.2 Project Understanding and Approach (5 pages, 30 points)

- Provide a detailed understanding of the project.
- Provide a detailed description of the issues perceived by the consultant that must be addressed for this project to be successful.
- Provide a high-level description of critical schedule elements to be addressed. If the Project can or cannot be completed within the timeframe noted under Section 1.4, please indicate the proposed schedule and what steps Consultant would recommend to meet the County's desired schedule.

3.2.3 Project Schedule (1, 11x17 page, 5 points)

Provide a Gantt Chart schedule from project kick-off through bid award.

3.2.4 Management and Quality Control (2 pages, 10 points)

- Describe the approach and methodology of managing the work tasks, coordination, sequence, and control of field and office operations to accomplish the work in a timely manner. Indicate how the Consultant ensures project progress and quality control.
- Describe consultants approach to cost estimating.
- Mention how and to what extent the need for utilizing County personnel to assist the Consultant within the duration of the Project and indicate the approximate time requirement.

3.2.5 Project Examples (10 pages, 15 points)

- Provide project descriptions of similar previous projects your firm has completed.
- Projects referenced should be of similar scope and magnitude to this project.
- Details to be included with each previous project example:
 - A) Cost (original & final)
 - If final cost was higher, describe reason(s) for higher cost
 - B) Previous Client Contact Information
 - C) Previous project duration

3.2.6 Project Team and Organization (4 pages, 30 points)

- Provide an overview of the Consultant Team highlighting their experience, qualifications, and technical capacities that are relevant to the project.
- Full details of key staff to be provided in the appendix as resumes, which will be scored within this section. Key Staff Resumes should be completed as follows:
 - a. Provide a 1-page resume for each of the Consultant team's key staff.
 - b. Each resume must show the years of experience, licensing or certifications, and relevant project experience.
- Provide an organizational chart of the proposed project team.

- Describe your team’s communication methods and an example of how this method provides benefit to the consultant team, and ultimately the County.
- Indicate the number of other projects that will be managed by the Project Manager and under design by the Lead Planner during the time he or she would be assigned to this project.

3.2.7 Proposal Clarity (no pages, 5 points)

Proposers do not need to provide a written response to this criterion.

The Proposal must be organized in accordance with the list of Scoring Criteria categories in section 1.7.

Proposals will be scored by evaluators on the following factors:

- Proposal format.
- Ease of finding clear, concise responses that correlate with the order of evaluation criteria in this RFP.
- Proposer’s ability to follow instructions.

If interviews and/or follow-up questions are conducted, the following will apply:

- A minimum of 3 evaluators shall score the interviews and/or follow-up questions.
- The interviews and/or follow-up questions will have a maximum score of 100 points.
- The number of Proposers selected for interviews and/or follow-up questions will be, to the greatest extent practicable, at least the two highest ranked Proposers based on proposal scores.
- Follow-up questions will sometimes be sent via e-mail to Proposer(s) as an alternative to face-to-face interviews. Proposer’s responses to the follow-up questions must be received by the County via email at the date and time specified by the County.
- Interviews normally require physical attendance at County offices; however, County may elect to conduct interviews via teleconference or video conference. Further details will be included with notification of time and date of interviews, if conducted.