



Request for Proposals

PROJECT:

Deseret Peak Complex
Master Plan Update

PREPARED FOR:

Tooele County Facilities

47 South Main Street
Tooele, UT 84074

January 2022

INTRODUCTION:

Tooele County (“County”) is requesting proposals from qualified companies to provide professional consulting services to conduct a market analysis and develop a feasibility plan for the Deseret Peak Complex (“DPC”).

A master plan was developed and adopted in 2018, however, due to lack of funding the County was not able to implement the previous recommendations. We are now looking for a new master plan and feasibility study to meet the ever-increasing needs of county citizens and visitors.

Deseret Peak Complex (DPC) is located at 2930 West Highway 112, Grantsville, UT 84029. This 206-acre site is owned and operated by Tooele County as a multi-purpose recreation/event facility. DPC hosts the Tooele County Fair, animal shows, music festivals, fundraisers, trade shows, banquets, softball and soccer tournaments, motocross races, etc. All operations are overseen by the Tooele County Facilities staff.

Major buildings include the indoor multi-use arena, conference center, outdoor equestrian and motorized arenas with ticket office, concession stand and restrooms, enclosable pavilion, 5 enclosed stall barns, 4 open barns, one storage shop and one maintenance shop, Olympic size aquatic center, 2 4-plex softball fields with watch tower, concession stand and restrooms, ¾ mile horse track with concession and restroom support building, motocross and BMX track with watch tower, concession stand and restrooms, two museums, two regulation size soccer fields, a baseball field, outdoor archery range, a golf course, 12 full hook-up RV spaces and 20 electric only RV spaces, grass gathering areas, and over 1800 parking stalls.

SCOPE OF WORK:

Tooele County is seeking to work with a team of qualified consultants to conduct a feasibility study and develop a master plan linked to economic development. The master plan shall be based on maximizing the property use and value to Tooele County residents and visitors, taking into consideration economic viability and livability of the area, including historic, cultural, recreational, and economic value.

The purpose of this Request for Proposal (“RFP”) is to retain the services of a team of qualified consultants with expertise in fairgrounds management, survey design and analysis, conceptual design, and facility assessment that is committed to providing a high level of knowledge, dedication, and experience to conduct a market study and facility master plan for the Deseret Peak Complex.

This proposal will include two parts:

1. A feasibility study and,
2. A facility master plan

Feasibility Study

- Conduct an analysis to identify market potentials for economic development in Tooele County that can be supported by Deseret Peak Complex.
- Quantify future demand for the market segments over a defined time horizon (five to ten years).
- Prepare recommendations based on the market potential. The recommended action plan should include an implementation schedule with anticipated benchmarks.

Master Plan

- Development of a facility master plan with architectural renderings that supports the feasibility study with a timeline and estimated budget.

The master plan will be established based on the feasibility study, current facility use, public engagement process, and staff recommendations. The master plan will identify the future needs of the property to support local quality of life and make sure the property remains relevant to Tooele County residents and visitors. The solution may include infrastructure enhancement, renovation, change of use, new construction, and/or new land acquisition.

The following should be carried throughout the master plan process

- Accessibility
- Safety/Security
- Sustainability (green building, energy efficiency)

Public Engagement

Develop, implement, and facilitate stakeholder input and public involvement in the feasibility study and master planning process. We anticipate key partnerships in the public engagement effort will include, but not limited to, Tooele County Council, County Manager and Assistant Manager, Facilities Director, and active facility users.

- Gather public feedback through community meeting(s), surveys and other mechanisms designed to reach current and potential users of the property.
- Coordinate and conduct stakeholder interviews and/or group discussions.
- Summarize the public engagement process for inclusion in the master plan.

Scope of Services

The consultant shall provide the following services at a minimum.

1. Analyze current program and facility offerings (details provided by Tooele County).
2. Assess and address issues related to current and future users (Current issues provided by Tooele County staff).

3. Evaluate current conditions pertaining to the property, including buildings and land use.
4. Assess the existing and projected user capacity and deficiencies.
5. Review and analyze the Deseret Peak Complex and identify future users.
6. Conduct cost analysis of proposed renovations and new facilities.
7. Identify future upgrades in utilities to support the completed plan.
8. Review recommendations and proposed plan with Tooele County Facilities staff to achieve consensus.
9. Prepare preliminary conceptual master plan recommendations to include visual character of the grounds and buildings; improvement to existing grounds, buildings, restrooms, parking lots and drives and RV park.
10. Prepare conceptual plan and renderings, development phasing, and estimation of facility costs.
11. Prepare final document and executive summary. The plan should consist of an outline of facilities and activities and projected costs, divided into phases by priority with a timetable.

Timeline for RFP Process (times are MDT)

Event / Action	Date
Advertise RFP	Monday, Jan. 3, 2022
Questions Due	Thursday, Jan. 20, 2022 at 2 p.m.
County's Response to Questions	Thursday, Jan. 27, 2022
Deadline for Submission of Proposals	Thursday, Feb. 3, 2022 at 4 p.m.

PROPOSAL CONTENTS:

- A. Cover Letter: Provide a cover letter from the person authorized to submit the proposal. Provide a brief introduction of your proposal and identify the contact person and the contact information.
- B. Company Profile(s): Provide a brief description of each firm on the team, its size, location, and special expertise and other information that provides an accurate overview of each firm, including a statement identifying whether the company is a resident proposer.
- C. Experience: Provide a list of consulting engagements, like that described in the RFP, successfully completed by each team member and/or the proposed team. Describe qualifications of the consultant's capacity to perform the required work.
- D. References: Provide a list of three references for consulting engagements that have been similarly for multi-use recreation facilities, events, fairgrounds, etc.

- E. Methodology: Provide a clear description of the approach and methodology your company anticipates using to fulfill the requirements of this RFP. Describe various tasks that will be engaged and the sequence in which they will be accomplished. Identify the methods of engaging stakeholders, staff and users. Identify the tasks that will be conducted on-site, and the number of visits and days of on-site engagement anticipated. Provide a point by point response to all scope of work components, as well as a timeline for each task.
- F. Cost Proposal: Provide a cost breakdown indicating the fixed not-to-exceed cost for all work and reimbursable expenses to accomplish the scope described. Itemize labor costs and reimbursables.
- G. Conflict of Interest: Disclose any potential conflict of interest including, but not limited to, familial relationships between members of the consulting team and elected officials and employees.
- H. The submission shall be signed by an individual authorized to bind the consultant and shall contain a statement to the effect that the proposal is a firm offer for a 90-day period. It shall include the name, title, address, email and telephone number of individuals with the authority to negotiate and contractually bind the consultant and those who may be contacted during the proposal evaluation.
- I. Non-Collusion Affidavit: Complete the attached Non-Collusion Affidavit (Attachment B) and return it with the proposal.

PROPOSAL SUBMISSION:

The deadline for submission of response to this request for proposal is 4:00 p.m. (local time), Thursday, February 3, 2022. Proposals will be opened immediately thereafter at the Tooele County Building, 47 South Main Street, Tooele, Utah.

Three, sealed, copies of the proposal must be received by the due date for submittal.

Submittals must be addressed and sent to

**Tooele County Administration Building
c/o Brittany Lopez
47 South Main Street
Tooele, UT 84074**

Proposal shall be submitted in a sealed envelope. The outside lower right-hand corner of the envelope shall be marked:

**Sealed Proposal of (Firm Name)
DPC Master Plan Update
Tooele County Administration Building**

Questions must be submitted via email to Brittany Lopez at Brittany.lopez@tooeleco.org and are due no later than Thursday, January 20, 2022 by 2 p.m.. All answers, clarifications and responses will be provided by the County in writing via email. They will also be posted on the (STATE BID SITE)

Tooele County reserves the right to accept or reject any or all proposals; to add or delete items; to waive any regulations and/or informalities in any proposal; and to make the award that is in the best interest of Tooele County. The County may reject any proposal not in compliance with all prescribed public bidding procedures and requirements and may reject for good cause any and all proposals upon a finding of the County that is in the best public interest to do so.

Proposal documents will not be available for review by the public until after the Notice of Intent to Award has been issued. All RFP responses shall be held confidential until Tooele County has approved a recommendation for award. Once a contract offer has been made and accepted, all RFP responses are subject to Utah public records law.

If only one submission is received, County may either make an award or, if time permits, resolicit submissions for the purpose of obtaining additional submissions.

Tooele County shall not be obligated to respond to any proposal submitted, nor shall it be legally bound in any manner whatsoever by the receipt of a proposal.

Tooele County reserves the right to extend or cancel all scheduled proposal due dates. Notice of such extensions or cancellations shall be sent via addendum to this RFP.

Tooele County shall not be liable for any costs incurred by the respondent in preparation or presentation of the proposal. Successful proposer will enter into a contract with the county.

Submissions, modifications or corrections received after the closing time on Thursday, February 3, 2022 at 4 p.m. will be considered late and will not be opened. Faxed submissions will also not be accepted.

PROPOSAL REVIEWAL:

Each proposal will go through a reviewal process and be evaluated with a score sheet. See Attachment A for further reviewal details.

PROPOSAL REJECTION:

Tooele County reserves the right to reject any or all proposals submitted or make modifications to the scope of work, subject to appropriate negotiation. Tooele County agrees to not discriminate based on age, race, religion, sex, color, national origin, marital status, family status, source of income, sexual preference, mental or physical disability in review of the proposals or execution of agreements of the work.

PROPOSAL ACCEPTANCE:

Tooele County reserves the right to award a contract based on a proposal submitted or to further negotiate with proposer.

By submission of a proposal, proposer agrees to be legally bound, thereby if its proposal is accepted.

Contracts arising out of proposals submitted hereunder (including any negotiations that follow) shall not be binding on Tooele County, its officers, employees, or agents unless and until formally approved and duly executed by the Tooele County Manager or Council.

ATTACHMENT A

Evaluation Process

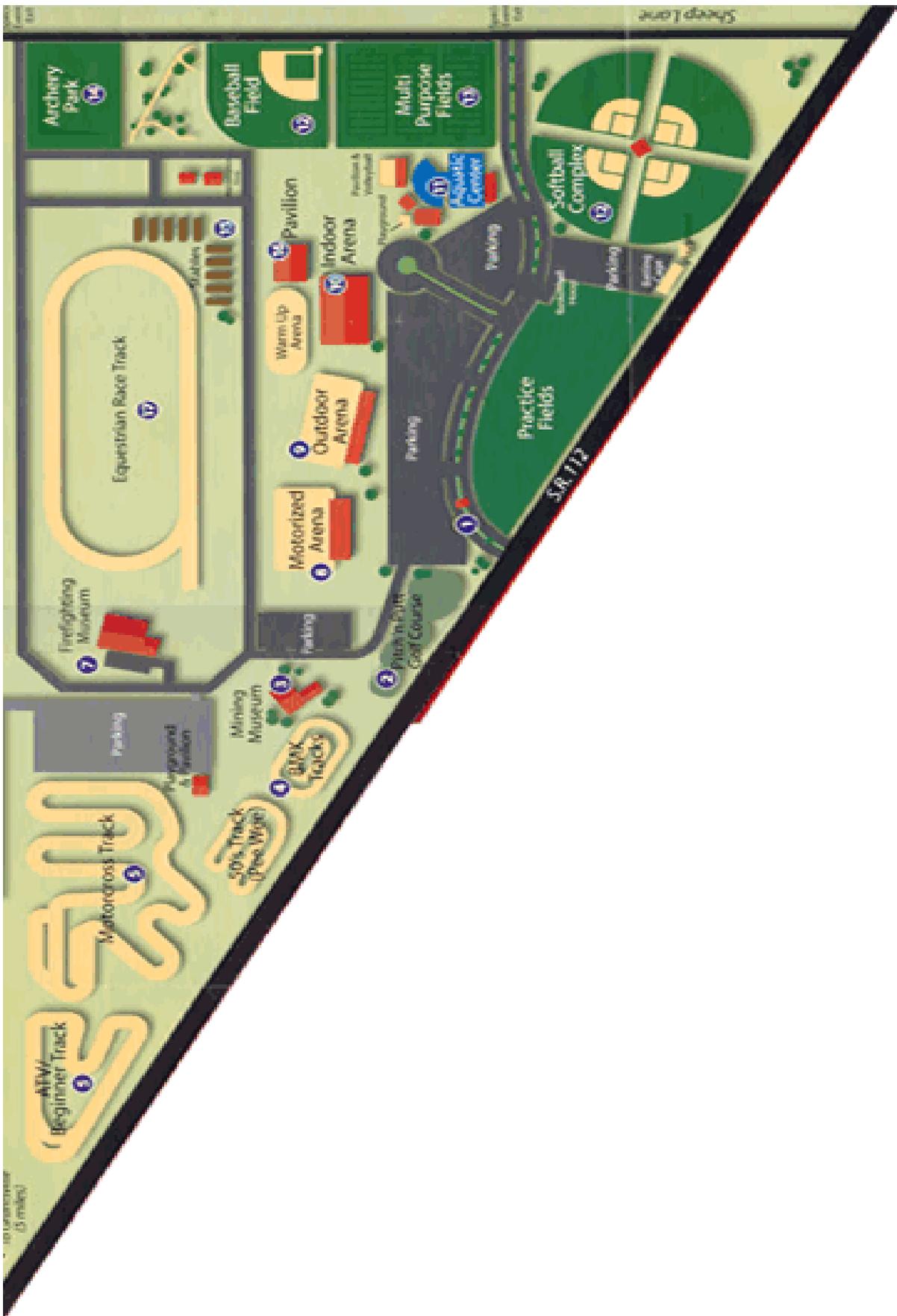
The following steps will be observed in the evaluation of the potential vendor document submission.

- Tooele County will form a project scoring committee.
- The vendor submission will first be reviewed to determine if all the requirements outlined have been met. Failure to meet the requirements will result in the submission being eliminated from consideration.
- The project scoring committee will review all submitted documents received and score in accordance with the predefined scoring methodology.
- Composite scores will be developed summarizing the individual scoring efforts of each selection committee member.
- Vendors will be ranked by composite score with the highest score determining vendor award.

Scoring Methodology

The following is a summary of the project evaluation factors and the point value assigned to each. These factors will be used in the evaluation of the individual vendor document submission. Points will be awarded based on the following factors:

Scoring Criteria	Points
1. Quality and clarity of document submission	10
2. Staff & Organization	20
3. Methodology	20
4. Experience/Qualifications	20
5. Pricing	20
6. References	10
Total	100



Attachment B

NON-COLLUSION AFFIDAVIT TO BE EXECUTED BY BIDDER AND SUBMITTED WITH BID

_____, being first duly sworn, deposes and says that he or she is _____ of _____, the party making the foregoing bid. The bidder, offeror, or contractor represents that it has not: 1) provided an illegal gift or payoff to a Tooele County officer or employee or former Tooele County officer or employee, or his or her relative or business entity; 2) retained any person to solicit or secure this contract upon an agreement or understanding for a commission, percentage, brokerage or contingent fee, other than as exempted in the County conflict of interest ordinance; or 3) knowingly influenced (and hereby promises that it will not knowingly influence) a Tooele County officer or employee or former Tooele County officer or employee to breach any of the ethical standards set forth in the county conflict of interest ordinance, title 1, chapter 11 of the Tooele County code.

Responsible Managing Officer _____

Title _____

Organization _____

Address _____

STATE OF _____)
COUNTY OF _____) :SS

On this ___ day of _____, 2021, personally appeared before me, _____ who being by me duly sworn did say that he or she is the _____ of _____, and that the foregoing instrument was signed in behalf of said entity by proper authority, and he or she acknowledged to me that said entity executed the same.

NOTARY PUBLIC