

Town of Chino Valley, Arizona



Request for Proposal (RFP)

Management of The Chino Valley Shooting Range Facility

Submission Deadline

3:00 P.M.

March 28, 2019

Submit Proposal To

Joe Duffy, Finance Director

c/o Jamie Lewis, Town Clerk

202 N State Route 89

Chino Valley, AZ 86323

Phone Number: (928) 636-2646

Email: Jduffy@chinoaz.net

**TOWN OF CHINO VALLEY
PUBLIC NOTICE**

Notice is hereby given that the Town of Chino Valley, Arizona will receive proposals for Management of the Chino Valley Shooting Range Facility until 3:00 P.M., local time, Thursday, March 28, 2019.

Proposals should be directed to Joe Duffy, Finance Director, c/o Town Clerk, Town of Chino Valley, 202 N State Route 89, Chino Valley, Arizona, 86323.

A full Request for Proposal (RFP) package may be obtained at the address named above, Monday through Thursday, 8:00 A.M. through 5:00 P.M.; by logging onto the Town's website under www.chinoaz.net or by email to jduffy@chinoaz.net.

The Mayor and Council of the Town of Chino Valley reserve the right to reject any and/or all proposals or accept the proposal which they deem is in the best interests of the Town.

Town of Chino Valley

Request for Proposal (RFP)

Management of The Chino Valley Shooting Range Facility

1.0 Request for Proposals

The Town of Chino Valley invites proposals from interested parties to assist the Town of Chino Valley operating the Town's Shooting Range Facility. Interested parties will assist the Town in identifying potential non-profit, private and public partnership opportunities for the operation, management, maintenance, improvement and expansion of the existing public shooting facility located at 3926 Shooting Range Road, Chino Valley, Arizona.

The facility was constructed in 2010 with assistance of a range development grant from the Arizona Game and Fish Department. The facility opened to the public in 2011. The facility consists of a fifty (50) yard pistol range, one hundred (100) yard rifle range, range master office and restrooms. Construction of a two hundred yard (200) in a third bay has been started. Previously, the range was operated by a local shooting club. The Town took over operations in 2019. The Town has dedicated 40 contiguous acres allowing for additional expansion.

2.0 Instructions and Submittal Requirements

Sealed Proposals will be received at the Town Clerk's Office, 202 North State Route 89, Chino Valley, AZ 86323 until 3:00 p.m. MST, March 28, 2019. One (1) original and three (3) copies of the proposal must be submitted in a sealed envelope clearly marked on the lower left hand corner of the sealed mailing envelope: "RFP for Chino Valley Shooting Range".

Any Statement of Qualifications received at the wrong location, unsealed or after the time specified will not be accepted and shall be returned without being opened.

Only one submittal set shall be submitted per interested party, firm or company.

All submittals shall follow the format and sequence described below. Failure to follow the instructions may result in rejection of the proposal. Please limit requested information to not more than fifteen (15) 8 1/2" x 11" pages, not including front or back covers, and not smaller than 11 point font. The RFP must include the following items in the order indicated:

- A. Cover letter (one page only) addressed to: Cecilia Grittman, Town Manager.

- B. Proposing Entities Capabilities: Provide a brief description of the proposing entities capabilities including the number and types of personnel who would provide services. Provide a list of relevant projects in which the proposing entity has had significant contribution with an emphasis on local experience. Include references and telephone numbers of individuals familiar with the proposing entity and capabilities (Two pages maximum).
- C. Staff qualifications (in house): General or specific experience, certifications, licenses and memberships in professional associations, societies or boards. Provide resumes of personnel who will serve in key positions including specific experience for each person. (Five pages maximum).
- D. Describe the entity's ability to provide day to day management of the facility. Describe how the range will be operated. Detail the planned operating schedule, operating hours and fee schedule. (Three pages maximum)
- E. Describe the entity's vision for future expansion and improvements to the facility. Describe each improvement in detail, the planned timing, financial investment required and the benefit to the facility. (Three pages maximum)
- F. Detail the entity's financial ability to operate the facility and make the planned improvements. (One page maximum)
- G. Detail how the organization will balance the needs of public shooting match shooting and training classes. (One page maximum)

Please be advised that **failure** to comply with the following criteria will result in disqualification:

- Receipt of submittal by the cut-off date and time specified.
- Receipt of submittal at the proper location.
- Receipt of a sealed submittal package.
- The number of originals and/or copies of the submittal specified.
- Adherence to maximum page requirements.
- Acknowledgement of all addenda in the cover letter.

Entities wishing to submit an RFP may pick up the Request for Proposals instructions/information packet at the Town Clerk's Office, Town of Chino Valley 202 North State Route 89, Chino Valley, AZ 86323 or online at www.chinoaz.net. Information regarding this project may be obtained by contacting Joe Duffy, Finance Director at 928-636-2646, jduffy@chinoaz.net.

3.0 RFP EVALUTION AND SCORING

The selection criteria and relative weights for selecting the Consultants on the final list are as follows:

<u>CRITERIA</u>	<u>POINTS</u>
Entities relevant experience, availability and capability (Item B)	20
Personnel qualification and pertinent experience (Item C)	10
Entities ability to perform day to day operations (Item D)	20
Entities vision for future expansion (Item E)	10
Entities financial ability to operate facility (Item F)	20
Entities ability to balance the needs (Item G)	10
Overall response to RFP	10
TOTAL POINTS POSSIBLE	100

4.0 SELECTION PROCESS

4.1 Selection Committee: A Selection Committee will review the Request for Proposals and develop a list of qualified entities. The Town will then conduct interviews with each qualified entity.

5.0 TERMS AND CONDITIONS

This RFP does not commit Chino Valley to award a contract, to defray any costs incurred in the preparation of a response to this request, or to procure or contract for services.

5.1 The Town of Chino Valley reserves the right to extend the date by which the submittals are due.

5.2 The Town of Chino Valley reserves the right to cancel, in part or in its entirety, this RFP including but not limited to: selection schedule, submittal date, and submittal requirements. If Chino Valley cancels or revises the RFP, all respondents of record will be notified in writing by Chino Valley.

- 5.3 All submittals become the property of the Town of Chino Valley. Information contained in a Request for Proposals shall be made public after the final list is verified and approved by the Town Manager.
- 5.4 The Town of Chino Valley reserves the right to request additional information and/or clarifications from any or all Respondents to this RFP.

6.0 EQUAL OPPORTUNITY

The Town of Chino Valley is an equal opportunity employer. Minority and women's business enterprises are encouraged to submit Requests for Proposals for this Project.

7.0 PRE-BID CONFERENCE

There will be a pre-bid conference at the shooting facility, 3926 Shooting Range Road, Chino Valley, AZ 86323 on March 5, 2019 at 10 a.m. Organizations considering submitting a proposal are encouraged to attend to tour the facility and ask questions.