



MassWildlife

DIVISION OF FISHERIES AND WILDLIFE COMMONWEALTH OF MASSACHUSETTS

Request for Responses (RFR)
HE 2012-01

SHOOTING RANGE MAINTENANCE AND ENHANCEMENT PROJECTS

I. Overview: In Massachusetts, licensed hunters expend over \$70 million dollars annually (2006 National Survey of Fishing, Hunting, and Wildlife-Associated Recreation). Massachusetts trains approximately 4,500 students annually through the Massachusetts Hunter Education Programs with limited opportunity to provide live fire exercises.

The Commonwealth of Massachusetts, Division of Fisheries and Wildlife (DFW) receives over \$2.3 million annually in reimbursement grants pursuant to the Federal Aid in Wildlife Restoration Act of 1937 (commonly referred to as the Pittman-Robertson Act.) Monies available for reimbursement are derived from federal excise taxes on sporting arms, ammunition, and equipment paid by licensed hunters and shooters. The act authorizes, allows, and encourages the expenditure of such federal reimbursement grants for wildlife-associated outdoor recreation projects, including hunter education programs, and the construction, operation, and maintenance of public target and shooting ranges.

Tightened restrictions on firearm laws and a lack of suitable publicly accessible places to shoot are contributing to a decline in the shooting range opportunities for new hunters and shooters. There is a scarcity of modern, safe, publicly accessible target and shooting ranges in Massachusetts where hunter education and safety programs can be taught and where licensed sportsmen, firearms students, and other citizens interested in the shooting sports can pursue such activities. Development of and improvement to new and existing range facilities is crucial to the future of shooting sports and hunter education in Massachusetts.

The Commonwealth of Massachusetts recognizes the need for such modern, safe, publicly accessible target and shooting ranges, yet lacks funding, land, and manpower for constructing and staffing such ranges. Recognizing this need, MassWildlife seeks to provide access for the public to range facilities for hunter education and shooting sports purposes by assisting shooting club range maintenance and enhancement activities as authorized by DFW and the Director.

Examples of eligible enhancement and/or maintenance activities:

Range safety improvements, improvements to baffles, berms, backstops, benches, projectile/bullet containment, sound containment, ventilation systems, landscape design, installation of handicapped accessible features, archery range development, signage, shot recycling, shot screens, skeet and trap houses, duck towers, shooting stands, indoor ranges, platforms, bullet traps, target holders, field courses, gun racks, sanitary facilities, storage areas, roads, parking, and paths. Just about any range related enhancement or maintenance will be considered.

II. Goals: DFW seeks proposals from qualified organizations to provide, as an independent contractor, support services that will assist in the achievement of these current and future needs. Proposals must be for the **enhancement and/or maintenance** of an **existing range facility** and provide for Hunter Education and Public access to the facility. Proposals must address the following goals:

- Improvement to or an enhancement of an existing range facility, within the Commonwealth of Massachusetts
- Provide access to safe, publicly accessible target and shooting ranges in Massachusetts where **hunter education and safety programs** can be taught and where licensed sportsmen, firearms students, and other citizens interested in the shooting sports can pursue such activities, **for a period of 10 years.**
- Provide a **reasonable level of public access** to safe, publicly accessible target and shooting ranges in Massachusetts where licensed sportsmen, firearms students, and all citizens interested in the shooting sports can pursue such activities, **for a period of 10 years.**

III. Eligibility: This RFR is open to all Internal Revenue Service Code s.501(c) certified non-profit organizations. A copy of the organizations' s.501(c) certification by the Internal Revenue Service must be submitted with the Project Proposal.

IV. Project Scope: Bidders must submit Responses (proposals) that detail the services that it will provide to accomplish the activities and objectives in furtherance of range improvements, range maintenance, hunter education access, and public access.

A. SCOPE OF AGREEMENT:

Payment shall be made in the following manner:

1. The Selected Respondent (a Bidder that has been selected to negotiate and execute a contract with DFW) shall submit prepared billing with itemized invoices, cancelled checks and such other supporting documentation as may be required by DFW;
2. Payments shall not be made more frequently than monthly and in amounts not less than \$500, to the extent possible. DFW shall reimburse the Bidder only for those project costs that are approved by DFW pursuant to the approved Proposal and any supporting documentation at the agreed upon cost sharing amount.

B. SELECTED RESPONDENT CONTRIBUTION: The Bidder shall contribute a cash sum, or an in-kind contribution, or a combination of a cash sum and an in-kind contribution toward the Project. **The Selected Respondent's cost share must be at least twenty-five percent (25%) of the total project costs.**

C. APPLICABLE STATUTES AND REGULATIONS: The Selected Respondent shall comply with all relevant federal and state statutes and regulations, including but not limited to, Section 116 of the National Historic Preservation Act of 1966 (16 U.S.C. 470), the Endangered Species Act of 1973, as amended (16 U.S.C. 1531-1534), Section 504 of the Rehabilitation (Americans with Disabilities) Act of 1973 (29 U.S.C. 795), the National Environmental Policy Act of 1969 (42 U.S.C. 4321-4347), Massachusetts Historic Preservation laws (M.G.L. c. 9, §§ 26-27C), the Massachusetts Environmental Policy Act (M.G.L. c. 30, §§ 61-62), Massachusetts laws relative to Unlawful Discrimination (Constitution, Article CXIV, M.G.L. c. 151B), and the Massachusetts Endangered Species Act (M.G.L. c. 131A). It is specifically stated that no person shall be turned away from or otherwise denied access to or benefit from any program or activity associated with the Project on the basis of race, color, creed, national origin, sexual orientation, age, sex, or handicap.

D. IMPROPER PROJECT BENEFITS: The Selected Respondent shall ensure that itself, its employees, members, and affiliated parties do not receive unlawful or improper benefit or gain from the Project.

E. TITLE: The Selected Respondent shall hold a fee to the Project property during the term of any contract under this RFR.

F. PROJECT CONSTRUCTION:

1. All Project improvements and modifications shall be constructed according to plans and specifications approved by the DFW Director ("Director") or his designee. Such approval shall not affect the Selected Respondent's obligation under this Agreement to meet all statutory, regulatory, and other legal requirements.
2. All construction, improvements, modifications, or implementations shall be prosecuted with diligence and **must be completed on or before June 30, 2012**.

G. RANGE OR PROJECT OPERATION AND MAINTENANCE: The Selected Respondent shall operate and maintain the range or shooting facility as follows:

1. Purpose: The range or facility shall be used for the purpose of facilitating hunter education, hunter safety, and public marksmanship and the Selected Respondent shall allow **reasonable public access** as a component of its operation, **for a period of ten years**.
2. Hours of Operation: The range or facility shall be open to the public at all reasonable hours during the period or at the hours specified in the Selected Respondents Response (proposal) approved by DFW. Preferential access shall be afforded to Hunter Education classes conducted by instructors certified by DFW. The Selected Respondent shall make a reasonable effort to accommodate the needs of those Hunter Education instructors even those who are not members of the Selected Respondent's organization or facility.
3. Maintenance: All Project parking, grounds, and facilities shall be kept in good repair and order during the term of this Agreement. All restroom facilities shall be maintained in a clean and sanitary fashion.
4. Range Fees: The Selected Respondent may charge the public only those fees which reasonably cover and are used exclusively for the routine maintenance, upkeep, replenishment, staffing, and wear and tear of the range or facility. An accounting of all receipts and expenditures, as certified by the Treasurer or other duly authorized representative of the Selected Respondent, shall be provided to DFW upon written request. Public range use fees are subject to the approval of the DFW Director or his designee. No charge shall be made for the use of the range or facility by Hunter Education classes unless such charges shall have been approved in advance by the Director or his designee. Any commercial gain or profit is a violation of Federal law.
5. Safety Rules: The range or facility shall at all times be operated in accordance with clearly posted safety rules and shall be operated in a manner which does not endanger or jeopardize any person or property. Such Range Safety rules shall be prominently displayed at all times and shall be maintained by the Selected Respondent or his designee.
6. Signs: **A permanent sign**, displaying the public hours of operation and acknowledging the use of Pittman-Robertson funds (Federal Aid in Wildlife Restoration Act) and the Commonwealth of Massachusetts, Division of Fisheries and Wildlife, will be provided by the Selected Respondent and shall be **prominently displayed** in public view and maintained by the Selected Respondent at the facility, during the term of this Agreement. The sign will be a minimum of 2' x 2' and lettering will be a minimum of 1½ inches high.
7. Operation Requirement: The Selected Respondent shall operate the Project range or facility for a period of not less than 10 years as specified in this RFR. Should the Selected Respondent fail to do so, the Selected Respondent shall rebate to DFW 10 percent of the total dollars paid to him for each year or part thereof of operation less than 10 years, unless specifically released in writing from this obligation by the Director or his designee.

8. Independent Contractor: Notwithstanding any of the above the Selected Respondent/operator is not subject to the direction or control of the Commonwealth of Massachusetts, Division of Fisheries and Wildlife and shall be considered an independent contractor.

H. INSURANCE: The Selected Respondent shall maintain insurance as specified below during the entire term of the contract. All required insurance shall be subject to the approval of DFW and DFW shall be provided, upon request, with a copy of the Selected Respondent's insurance policy. Coverage shall be at least \$100,000 for death or bodily injury, per person and or occurrence naming the Commonwealth of Massachusetts as an additional insured.

I. INDEMNIFICATION: The Selected Respondent shall indemnify and hold harmless the Commonwealth of Massachusetts, the Fisheries and Wildlife Board, the Division of Fisheries and Wildlife and its programs, employees and administrators, the United States, and the U.S. Fish and Wildlife Service and its programs, employees, and administrators from and against any claims or liabilities in any way arising from its performance or failure to perform under this contract or the improvement, modification, operation, or maintenance of the Project range or facility. Such indemnification shall include indemnity from the acts or consequences of acts of negligence, commission or omission or DFW, its employees and administrators, and including indemnification from any liability as a consequence of exclusion in any insurance policy for an environmentally related liability.

V. Response Requirements: DFW anticipates funding multiple contracts under this RFR. Total contract funding available, in the form of a fee for service, shall not exceed the maximum total obligation amount of \$50,000, and is subject to appropriation or availability as determined by DFW.

Based on previous Range Maintenance and Enhancement project awards, DFW anticipates funding Responses that fall within a \$3,000 - \$7,000 cost range. Projects above or below these values will be considered on a case-by-case basis. Bidders are encouraged to submit multiple Responses.

A Bidder's Response must meet all the requirements of this RFR, including the Project Scope (section IV). Incomplete Responses or Responses not submitted in accordance with this RFR may be rejected.

1.) RESPONSES: Responses consist of a Project Statement and supporting documentation.

A. Project Statement: A Project Statement is limited to (5) five pages of single-spaced text (additional pages of pictures or supporting documentation may be attached). A "page" is defined as one side of an 8.5-inch by 11-inch sheet of paper. Each Project Statement must address the following information:

- 1.) **Need.** Why is the project being undertaken?
- 2.) **Objective.** What is to be accomplished during the period of the project pursuant to the stated need? A project statement objective should:
 - (a) Specify fully what is to be accomplished within the time, money, and staffing allocated;
 - (b) Specify a recognizable end point; and
 - (c) Be quantifiable or verifiable.
- 3.) **Expected Results or Benefits.** What will the results or benefits of accomplishing the project?
- 4.) **Approach.** How will the objective be attained? Include specific procedures, schedules, and, when required, key project personnel and cooperators.
- 5.) **Location.** Where will the work be done?
- 6.) **Public Access.** What level of public access will be provided to the public?
 - (a) Specify the specific range(s) including the times and days the range(s) is going to be open to the public. **Projects with no public access will not be considered.**
- 7.) **Signs.** Enclose a rough sketch of the permanent signage required as listed under section G (6) above
- 8.) **Estimated Cost.** What will it cost to attain the objective?

B. Supporting Documentation:

Required additional information (not covered under the 5 page Project Statement limit) that Bidders must submit:

1. A description of their organization, its history and capabilities.
2. A description of current facility (can include photos and drawings) and current public access.
3. A statement concerning the experience and qualifications of the organization's key members and staff.
4. A detailed budget.
5. A copy of the organizations' s.501(c) certification by the Internal Revenue Service.

Bidders must also complete and submit the following forms with their Response, available from Operational Services Division

1. Contractor Authorized Signatory Listing Form;
2. Consultant Contractor Mandatory Submission Form;
3. Electronic Transfer Form

Once chosen, a Selected Respondent will be required to execute the forms specified in paragraph 22 of the RFR's *Supplemental Terms and Conditions*.

VI. Selection Criteria: DFW's Review Committee will review Responses based upon the following criteria:

1. Conformance with the requirements of the RFR;
2. Proposal and objectives are clearly stated;
3. Project's ability to effectively and appropriately accomplish the tasks in the Project Statement;
4. Projects will be ranked on the following Criteria;
 - Amount of proposed Public Access
 - Amount of proposed Hunter Education Use
 - Impact on Existing issues (i.e. environmental stewardship, safety, health, etc.)
 - Type of enhancement or maintenance activity;
 - Need for Public Access
 - Project Details
 - Budget details
5. A minimum ranking will be required.

VII. Submitting Responses and Deadlines: Responses **must be submitted by 3:00 PM on November 3, 2011**. A postmark, fax or electronic submission will not be accepted for the purpose of meeting the response deadline. Bidders must submit one (1) signed original (clearly identified as an original) and three (3) copies of their Response in accordance with the Response Requirements (section V). Responses must be submitted to:

Susan Langlois, Hunter Education Program Administrator
Massachusetts Division of Fisheries and Wildlife
51 Groton-Shirley Road
Ayer, MA 01432
Attn: Range Maintenance/ Enhancement Project

VIII. Additional Information: This RFR may be obtained electronically through Comm-PASS (Commonwealth Procurement Access and Solicitation System) at <http://www.comm-pass.com/>. For information regarding Comm-PASS, including a list of access sites open to the public throughout the Commonwealth, call toll-free 1-888-MASTATE.

Please direct any questions or inquiries, in writing, to Susan Langlois at the above address or by e-mail to sue.langlois@state.ma.us. A list of questions submitted along with answers will be posted on Comm-PASS. These answers are for clarification purposes only and do not constitute an amendment to the RFR unless expressly stated as such.

Responses will be reviewed by DFW's Review Committee in accordance with the Selection Criteria (section VI).

The attached "Supplemental Terms and Conditions" are incorporated into this RFR by reference.

**REQUEST FOR RESPONSES (RFR)
SUPPLEMENTAL TERMS AND CONDITIONS**

1. For the purposes of these *Supplemental Terms and Conditions*, Department shall mean the Executive Office of Environmental Affairs (EOEA) and the office requesting Responses as identified within this RFR.
2. These *Supplemental Terms and Conditions* are incorporated by reference into this RFR. If any amendment, attachment [not including the Commonwealth's *Standard Terms and Conditions*, *Standard Form Contract*, or any other form jointly published by the Executive Office for Administration and Finance (EOAF), the Office of the Comptroller (CTR) and the Operational Services Division (OSD), or any provision or form required by State or Federal law] or other part of this RFR deletes, modifies, replaces or otherwise contains language that conflicts with these *Supplemental Terms and Conditions*, these *Supplemental Terms and Conditions* shall supersede and control to the extent necessary to accomplish these conditions. The remaining provisions of this RFR shall remain in effect and enforced to the fullest extent permitted.
3. The Commonwealth's *Standard Terms and Conditions* [as currently and jointly issued by EOAF, CTR, and OSD] are incorporated by reference into this RFR. To the extent that any amendment, attachment, condition or other part of this RFR deletes, modifies, replaces or otherwise contains language that conflicts with the Commonwealth's *Standard Terms and Conditions*, the official printed language of the Commonwealth's *Standard Terms and Conditions* shall supersede and control to the extent necessary to accomplish its conditions. The remaining provisions of this RFR shall remain in effect and enforced to the fullest extent permitted.
4. The terms of 801 CMR 21.00: Procurement of Commodities and Services (and 808 CMR 1.00: Compliance, Reporting and Auditing for Human and Social Services, if applicable) are incorporated by reference into this RFR. Words used in this RFR shall have the meanings defined in 801 CMR 21.00 (and 808 CMR 1.00, if applicable). Additional definitions may also be identified in this RFR. Unless otherwise specified in this RFR, all communications, Responses, and documentation must be in English, all measurements must be provided in feet, inches, and pounds and all cost proposals or figures in U.S. currency. All Responses must be submitted in accordance with the specific terms of this RFR. No electronic Responses may be submitted in Response to this RFR.
5. Bidder Communication. Bidders are prohibited from communicating directly with any employee of EOEA except as specified in this RFR, and no other individual Commonwealth employee or representative is authorized to provide any information or respond to any question or inquiry concerning this RFR. Bidders may contact the contact person for this RFR in the event this RFR is incomplete or the Bidder is having trouble obtaining any required attachments electronically through Comm-PASS.
6. Reasonable Accommodation. Bidders with disabilities or hardships that seek reasonable accommodation, which may include the receipt of this RFR information in an alternative format, must communicate such requests in writing to the contact person. Requests for accommodation will be addressed on a case by case basis. A Bidder requesting accommodation must submit a written statement which describes the Bidder's disability and the requested accommodation to the contact person for the RFR. The Department reserves the right to reject unreasonable requests.

The Department may require the Contractor to provide all materials, software, maps, studies, reports, and other products or data in alternative formats upon request.

7. Public Records. All Responses and information submitted in response to this RFR are subject to the Massachusetts Public Records Law, M.G.L. Chapter 66, section 10 and Chapter 4, section 7(26). Any statements in submitted Responses that are inconsistent with the Public Records Law shall be void and disregarded.
8. All materials, software, maps, studies, reports, and other products or data, regardless of physical form or characteristics, produced in furtherance of the Contract and funded, in whole or in part, under the Contract shall be considered in the public domain and available to EOE or its agencies at the reasonable cost of reproduction in any of the formats in which it is stored or maintained. The Contractor shall not obtain, attempt to obtain or file for a patent, copyright, trademark or any other interest in any such materials, software, maps, reports, and other products or data without the express, written consent of the Department and subject to any other approvals required by state or federal law.
9. Best Value Selection and Negotiation. The Department may select the Response(s) which demonstrates the best value overall, including proposed alternatives that will achieve the procurement goals of the Department. The Department and a Selected Bidder, or a Contractor, may negotiate a change in any element of contract performance or cost identified in the original RFR or the Selected Bidder's or Contractor's Response which results in lower costs or a more cost effective or better value than was presented in the Selected Bidder's or Contractor's original Response.
10. The Department reserves the right to fund a portion, change the scope, and/or delete tasks of any Response to more closely meet the purposes of the program or to obtain the best procurement value for the Department. Selected Bidders may decide not to enter into a contract if the revised scope does not meet its approval. The Department does not guarantee that any Contract will be awarded under the RFR. Any potential Contract with a Selected Bidder shall be subject to the appropriation and availability of funds.
11. Costs. Costs which are not specifically identified in the Bidder's Response, and accepted by a Department as part of a Contract, will not be compensated under any contract awarded pursuant to this RFR. The Commonwealth will not be responsible for any costs or expenses incurred by Bidders responding to this RFR.
12. Comm-PASS. This RFR has been distributed electronically using the Comm-PASS system, RFR attachments that are referenced will be found either as a separate .PDF file along with the RFR, or are found in the "Forms and Information" section at: (<http://www.comm-pass.com/comm-pass/forms.asp>). Bidders are solely responsible for obtaining and completing required attachments that are identified in this RFR and for checking Comm-PASS for any addenda or modifications that are subsequently made to this RFR or attachments. The Commonwealth and its subdivisions accept no liability and will provide no accommodation to Bidders who fail to check for amended RFRs and submit inadequate or incorrect Responses. Bidders are advised to check the "last change" field on the summary page of RFRs for which they intend to submit a Response to ensure that they have the most recent RFR files. Bidders may not alter (manually or electronically) the RFR language or any RFR component files. **Modifications to the body of the RFR, specifications, terms and conditions are prohibited and may disqualify a Response.** Bidders having difficulty obtaining any required attachments electronically through Comm-PASS should seek assistance from the Comm-PASS "Help Desk" by calling 1-800-MA-STATE.

If the Department is also distributing this RFR directly to Bidders, those Bidders, that requested and received a copy of this RFR directly from the Department, will be sent a copy of any modifications or amendments to the RFR by the Department.

13. Northern Ireland Notice and Certification. All Bidders must complete the "Northern Ireland Notice and Certification" form to satisfy M.G.L. Chapter 7, section 22C.
14. Subcontracting. Prior written approval of the Department is required for any subcontracted service (which includes consultants) of the contract. Contractors are responsible for the performance and oversight of its subcontractors. Subcontractors are required to meet the same state and federal financial and program reporting requirements and are held to the same reimbursable cost standards as contractors.

15. Affirmative Market Program. Massachusetts Executive Order 390 established a policy to promote the award of state contracts in a manner that develops and strengthens Minority and Women Business Enterprises (M/WBEs). As a result, M/WBEs are strongly encouraged to submit Responses to this RFR, either as prime vendors, as joint venture partners, or as subcontractors.

Non-M/WBE Bidders are strongly encouraged to develop creative initiatives to help foster *new business relationships* with M/WBEs within the primary industries affected by this RFR. The highest number of points will be awarded for Responses that clearly illustrate how the proposed business relationship(s) will result in the development and growth of M/WBEs within these primary industries. A lesser number of points will be awarded for traditional subcontracting relationships. The least number of points will be awarded for ancillary uses of M/WBEs.

In order to satisfy this section, the Bidder must submit: the names, addresses, phone numbers and contact persons of each M/WBE firm; a description of each business relationship to be established; and the actual dollar amounts, or percentages, to be awarded to each M/WBE firm. MBE and WBE firms must submit a copy of their SOMWBA certification letter for the current period. A directory of SOMWBA certified firms is available via the internet at <http://www.magnet.state.ma.us/somwba>.

A Minority Business Enterprise (MBE) or a Woman Business Enterprises (WBE) is defined as a business that has been certified as such by the State Office of Minority and Women Business Assistance (SOMWBA). Minority and women-owned firms that are not currently SOMWBA-certified but would like to be considered as an M/WBE for this RFR should apply for certification. A fast track application is available, and will be considered for the purposes of this RFR. For further information on SOMWBA certification contact the State Office of Minority and Women Business Assistance at (617) 727-8692 or via the internet at <http://www.magnet.state.ma.us/somwba>.

All Bidders must complete and sign the “Affirmative Action Plan Form” for any RFR from which a Contract may result that has a potential financial benefit of \$50,000 or more.

16. The Commonwealth makes no guarantee that any commodities or services will be purchased from any contract resulting from this RFR. Any estimates or past procurement volumes referenced in this RFR are included only for the convenience of Bidders, and are not to be relied upon as any indication of future purchase levels.
17. Unless otherwise specified in this RFR, any reference to a particular trademark, trade name, patent, design, type, specification, producer or supplier is not intended to restrict this RFR to any manufacturer or proprietor or to constitute an endorsement of any commodity or service, and the Department may consider clearly identified offers of substantially equivalent commodities and services submitted in response to such reference.
18. Alternatives. A Response which fails to meet any material term or condition of the RFR, including the submission of required attachments, may lose points or be deemed unresponsive and disqualified. Unless otherwise specified, Bidders may submit Responses proposing alternatives which provide equivalent, better or more cost effective performance than achievable under the stated RFR specifications. These alternatives may include related commodities or services that may be available to enhance performance during the period of the contract. The Response should describe how any alternative achieves substantially equivalent or better performance to that of the RFR specifications. The Department will determine if a proposed alternative method of performance achieves substantially equivalent or better performance. The goal of this RFR is to provide the best value of commodities and services to achieve the procurement goals of the Department. Bidders that propose discounts, uncharged commodities and services or other benefits in addition to the RFR specifications may receive a preference or additional points under this RFR as specified.
19. Contract Expansion. If additional funds become available during the contract duration period, the Department reserves the right to increase the maximum obligation to some or all contracts executed as a result of this RFR or to execute contracts with contractors not funded in the initial selection process, subject to available funding, satisfactory contract performance and service or commodity need.

20. Year 2000 Compliance. The contractor warrants that all systems, interfaces to such systems, or information technology produced in furtherance of this Contract and funded, in whole or in part, under this Contract must be year 2000 compliant. Year 2000 compliant means information technology that accurately processes date/time data (including but not limited to calculating, comparing and sequencing) from, to and between the twentieth and twenty-first centuries and the years 1999 and 2000 including leap year calculations. Furthermore, year 2000 compliant information technology, when used in combination with other information technology, shall accurately process date/time data if the other informational technology properly exchanges date/time data with it. This warranty shall survive the expiration or termination of this contract.
21. Environmentally Preferable Products and Services. At the Department's sole discretion, the Department and contractor may negotiate during the contract term to permit the substitution or addition of Environmentally Preferable Products (EPPs) when such products become available at a competitive cost and satisfy the Department's performance needs. Unless otherwise specified in the RFR, during evaluation of Responses, an EPP may be considered best value even when the price is greater than (but does not exceed 10% in price) that of a non-EPP. Bidders are encouraged to submit appropriate information to identify important environmental attributes of items being procured, even when such attributes are not being required. Information or technical assistance regarding EPPs may be obtain from OSD at 617-727 7500 ext. 351 or via the internet at **<http://www.magnet.state.ma.us/osd/enviro/enviro.htm>**.
22. Selected respondents will be required to execute the Commonwealth's *Standard Terms and Conditions*, *Standard Contract*, W-9 form, Signature Verification, and any other forms specified in this RFR.
23. GIS Standards. All GIS (Geographic Information System) data collected, compiled or created under this RFR shall conform to standards developed or established by the Office of Geographic and Environmental Information (a/k/a MassGIS) within EOE. Such GIS data shall be made available to MassGIS upon request and at the reasonable cost of reproduction (cost to copy and/or transmit the data to MassGIS).
24. Nothing in this RFR authorizes or purports to grant the right to any Bidder, governmental entity or other person to enter or remain on any public or private property. If access to any property is necessary in any way for any purpose, such as responding to this RFR (e.g. surveying), that Bidder, governmental entity or other person must obtain appropriate permission authorizing such access from the person or governmental agency that has lawful control of the property.

Attachment

Example Proposal

Attached is an example showing the format, content, layout and design preferred. Other formats will be accepted; however they should contain all of the information required in the RFR. **This example is provided for informational purposes only** and does not include copies of all required forms. All proposals submitted must also include an organizations' s.501(c) certification, completed Contractor Authorized Signature Verification Form, Consultant Contractor Mandatory Submission Form and Electronic Transfer Form.

Ripton Sportsmen's Club, Inc.

Range Maintenance and Enhancement Project Proposal
Improve Safety at the Ripton Sportsmen's Club, Inc.

PROJECT STATEMENT

Need:

The berms on the left and right sides of the club's one-hundred yard rifle range have eroded over the years due to weather. The Ripton Sportsmen's Club, Inc. would like to address this safety concern.

Objective:

Increase the height of the berms on both sides of the one-hundred yard rifle range to increase safety.

Expected Results or Benefits:

The proposed work on the one-hundred yard rifle range will provide a safer shooting environment.

Approach:

We will hire a contractor for approximately 100 hours of bulldozer work to rebuild the shooting berms. The construction is expected to be complete by April 2011. Jim Jones, a contractor and club member will be conducting the work. A copy of the estimate is enclosed.

(See attached photos, schematic drawings and materials list. -- *Not Attached in Example*)

Location:

Ripton Sportsmen's Club, Inc. located at 111 Main Street, Ripton, MA.

Public Access:

The Skeet and Trap fields will continue to be open to the public Tuesday and Thursday from 5:00 PM to 9:00 PM, and on Sunday from 9:00 AM to 12:00 Noon.

The 100-yard rifle range will now be open to the public Monday, Wednesday and Friday between the hours of 12:00 Noon and 4:00 PM.

The Ripton Sportsmen's Club, Inc. hosts an annual Introduction to Skeet Shooting Course for Women every June. This event is open to the public.

The Ripton Sportsmen's Club, Inc. hosts 3 hunter education courses per year at the clubhouse facilities.

Estimated Cost:

\$9,100.00

Ripton Sportsmen's Club, Inc.

Range Maintenance and Enhancement Project Proposal
Improve Safety at the Ripton Sportsmen's Club, Inc.

PROJECT BUDGET

Bulldozer work (per quote) (100 hours)	\$ 7,500.00
Additional fill material	\$ 1,000.00
2 Signs	\$ 600.00
Total	\$ 9,100.00

MassWildlife Contribution - 75% \$ 6,825.00
Ripton Sportsmen's Club, Inc. Contribution - 25% \$ 2,275.00

Ripton Sportsmen's Club, Inc.

Range Maintenance and Enhancement Project Proposal
Improve Safety at the Ripton Sportsmen's Club, Inc.

Sign (3' x 2')
Lettering

Ripton Sportsmen's Club, Inc.

3" High

100-Yard Rifle Range

Open to the Public

Monday, Wednesday and Friday

12:00 Noon - 4:00 PM

2" High

Skeet and Trap Fields

Open to the public

Tuesday and Thursday 5:00 PM - 9:00 PM

Sunday 9:00 AM - 12:00 Noon

2" High

Standard non-member range use fees will apply

2" High

Funds for improvements to the one-hundred yard rifle range have been provided through the Pittman – Robertson Act (Federal Aid in Wildlife Restoration) and the Commonwealth of Massachusetts Division of Fisheries and Wildlife.

1½" High

Ripton Sportsmen's Club, Inc.

Range Maintenance and Enhancement Project Proposal Improve Safety at the Ripton Sportsmen's Club, Inc.

HISTORY, CAPABILITIES, AND DESCRIPTION

The Ripton Sportsmen's Club, Inc. was founded on July 10th, 1928 when a group of sportsmen met in Ripton and decided to start the Club. Jack Springer was elected the first President and a group of investors purchased a 200 acre parcel of land on the Mill River in 1929. At that time the facility included only one trap field.

In 1930, only four years after the American Game of Skeet was introduced, The Ripton Sportsmen's Club, Inc. added a skeet field at its Ripton facility. In late 1930, the Ripton Sportsmen's Club, Inc. hosted it's first of many charity shoots. Groups like the Catholic Youth Organization (CYO), the Shriners, Needy Families, and Ducks Unlimited were among the many charities that received money from functions at the Club. By 1933, skeet shooting was becoming so popular that it was necessary to design a new shooting facility to handle the demand. By 1934 an additional skeet and trap field was constructed and dedication ceremonies were held in June of 1934.

Between 1934 and 1936, some of skeets' top gunners got their start at the Ripton Sportsmen's Club, Inc. In the meantime, major skeet shoots like the Mass. State and Central Championships were held at the Club. The only drawback at this time was that there was no clubhouse for the shooters to relax in. This situation was rectified in 1937 when the first clubhouse was built.

In late 1937, catastrophe struck when the Mill River rose several feet, flooding the fields and new clubhouse. Members of the Club went to work and the Club was moved to higher ground. By March 1939 the work had been completed and the Club now consisted of two world class skeet fields, two trap fields plus a small bore rifle range.

The Ripton Sportsmen's Club, Inc achieved major league status in 1939 when it hosted the Regional Skeet Shooting Championships. With the beginning of the war, shooting was curtailed and the Club installed horseshoe pits that were used quite extensively until shooting was able to resume.

In 1949, with the addition of a 50, 100 and 200 yard rifle range, the list of the Clubs' available activities expanded to include many large bore rifle activities. In the 1990's lights and lead shot recovery screens were added to the skeet and trap fields.

Today the Club boasts over 200 members and sits on approximately 200 acres, offering special events for both members and non-members including N.S.S.A., skeet shoots; trap shoots, and international skeet competitions. In 2000 the Club hosted the First Annual Introduction to Skeet Shooting for Women. Since its inception, more than 45 women have attended this annual event, with interest growing each year.

Facilities at the Club today include two world class skeet fields, two trap fields, several rifle ranges, a clubhouse and 200 acres of upland hunting land. Currently the Skeet and Trap fields are open to the public Tuesday and Thursday from 5:00 PM to 9:00 PM, and on Sunday from 9:00 AM to 12:00 Noon. Trap and Skeet fees are \$3.00 per round (25 targets) for members and \$5.00 per round (25 targets) for non-members. Currently Club members can shoot 7 days a week and have access to the skeet, trap and rifle ranges. The rifle range is currently closed to the public and there is no fee for members to use this range. The clubhouse facility is used to teach 3 Hunter Education classes per year and is available for rent to host a variety of functions.

Ripton Sportsmen's Club, Inc.

Range Maintenance and Enhancement Project Proposal
Improve Safety at the Ripton Sportsmen's Club, Inc.

EXPERIENCE AND QUALIFICATIONS OF KEY MEMBERS

List of 2010 Elected Club Officers

President	Tom Smith - Electrician (retired)
Vice-President	Eileen James - Production Supervisor
Secretary	Jim Jones - Contractor
Treasurer	John James - Attorney
Directors	David Mike - Owner Auto Repair Co. Warren Smith - Law Enforcement Officer Hank Arnold - Salesman (retired) Jake Bush - General Contractor Mike David - Physician Paul Allen - Drywall Contractor Peter Harold - Concrete Foreman Lisa Sampson - Engineer Tom Warren, Jr. - Equipment Manager

End of Example Proposal