

TCSA Range Improvement Implementation Request Procedure

May 8, 2014

In order to provide for the best use of TCSA funds, assure consistency of development and to maintain range integrity so as to project the best possible image to TCSA Members, prospective members and the Tri-Cities community, the following procedure has been implemented and is required to be used in conjunction with the attached TCSA Range Improvement Implementation Request Form. This process also provides for one-person contact consistency for bidding contractors.

- A. The board representative of the discipline making the project request will present an oral project explanation describing the detail of the project to a quorum of the board of directors. This explanation must include pictures, drawings, maps and/or diagrams that show the physical aspects of the project. Details shall include but not be limited to issues such as the identification of the project manager, amount of cut and/or fill, location of fill material, dust control, location of proposed structures, parking lots, roads, cost breakdown, etc. and how the new facilities will fit in with existing facilities.
- B. It is the responsibility of the Operations Officer to work in conjunction with the discipline lead(s), in cases where disciplines are involved, to coordinate activities and work to lever association funds by combining projects approved by the board with contractors wherever possible. Costs for all elements of project bid must be spelled out by contractors so TCSA and/or the involved disciplines will know the amount charged to their project.
- C. In cases where TCSA and Disciplines are not working together to lever funds, it is not required that the Operations Officer be involved in the completion of the bid package to contractors. The Board of Director's approval of the project will constitute approval of the discipline recommended contractor(s) for the project.
- D. Statement of Work or Request for Proposal packages that are exactly alike will be presented to contractors who are invited to bid or who are interested in bidding on a project. It is the responsibility of the Operations Officer to work in conjunction with the discipline lead(s) to take special care to assure that exactly the same information is provided to all bidders and that no information is given to any one bidder that would be an advantage to that bidder over other bidders. If contractors are to be used for the completion of the project, a minimum of two bids from licensed contractors are required to be submitted to the TCSA Executive Board with their project request. Bids will be mailed to the TCSA P.O. Box labeled as "Bid Proposal" and remain sealed until they can be opened in the presence of a quorum of the board or interested disciplines and TCSA representatives.
- E. The successful bidder will be considered and selected based on best value to TCSA, prices and other factors. If the selected contractor submits a low bid for the discipline project that is satisfactory to the discipline committee, but the approved combined projects bid by another contractor is lower, the discipline will pay the amount of the lower bid for the completion of their projects.
- F. Projects will be approved or disapproved by a majority of a quorum of Board of Directors present and so noted in published association minutes before final project approval may be given by the Association President. That approval may also include a requirement to have the Range Officer Safety Committee review and provide recommendations concerning the project's impact on Range Safety. If the project is not approved by the board as presented, the board will tell the discipline board representative and/or the Operations Officer what changes need to be made to the project so it can be approved or give reasons why the project cannot be approved.
- G. In the case of non-discipline, overall range projects, the Operations Officer will present the project request to a quorum of the board of directors using the same explanation requirements outlined in "A" through "F" above.
- H. Once a project is approved by the board and signed by the Association President, the discipline may proceed with their project or as coordinated in combined bids. It will be the duty of the discipline lead for discipline approved projects or the Operations Officer for non-discipline approved projects to observe and monitor the project and assure that it is being completed in accordance with the approved plan. The Operations Officer need only observe discipline projects to assure they are proceeding as per specifications.
- I. The board representative of the involved discipline(s) or the Operations Officer on TCSA non-discipline projects will report periodically report on their approved project's progress to the association membership at regular monthly association meetings.



Tri-Cities Shooting Association Range Improvement Implementation Request Form



This form must be completed in detail and signed by the TCSA President before any Capital Improvements Project or any construction project of any kind involving TCSA Treasury funds may begin on the RSMF. It must be presented to the TCSA President at least two weeks before the planned starting date of the project. (Allow more time for major construction)

Only Capital Projects presented in the current approved Rattlesnake Mountain Shooting Facility Master Plan will be considered for implementation. The TCSA President may approach the Benton County Park Board regarding additional projects that may merit consideration.

Project Name: Capital Improvement Project as named in the **Benton County Master Plan**

Proposed Project Starting Date: _____

Estimated Project Completion Date: _____

Project Implementation Phase: Explain in exact detail all of the sequential phases of your plan for this project for implementation through final completion of the projects. (Use as much space or as many pages as necessary to explain)

(1) What construction materials will be used to complete your project and what is your estimate of the value of those materials? (Materials needed X cost of materials)

Will the project involve earthwork?

What power equipment (other than hand tools) will be used in the completion of your project?

Will member-owned or volunteer equipment be used for the project? (Explain)

Who will operate the power equipment? What is the operator's previous experience?

If earth movement is involved, to where will the earth be moved? (Explain)

Explain your plan for keeping equipment operation within a confined area so equipment does not unnecessarily disturb excess earth or kill native vegetation.

(2) What is the estimated cost of contractors (bid), equipment rental or transportation or fuel donation costs for donated equipment for the project?

(3) Project Funding Sources

Will grant funds be used to fund any part of this project? YES - NO (If yes, name of grant)

Name of Grant: _____

- Total amount in dollars of grant received. \$ _____
- Matching dollars required for the grant. \$ _____
- In-Kind match required for the grant. \$ _____

(4) Planned value of volunteer member in-kind contribution for the project:: \$ _____

(5) Amount of funding to be paid from your TCSA discipline's treasury: \$ _____

(6) Amount of TCSA sponsorship/funding requested for this project: \$ _____

Detail on a separate sheet (if necessary) the total cost to complete this project (Items 1 through 5 above) including materials, equipment rentals, cost of contractors, surveyors, consultants, architects or engineers, fuel, cost breakdown, and any other potential cost for the project.

As per Range Improvement Implementation Procedure items A and F:

(A) The Discipline Board Representative(s) or TCSA Operations Officer for TCSA projects will present an oral project explanation to a quorum of the board of directors describing the detail of the project.

(F) Projects will be approved or disapproved by a majority of a quorum of Board of Directors present and so noted in published association minutes before final project approval may be given by the Association President. That approval may also include a requirement to have the Range Officer Safety Committee review and provide recommendations concerning the project's impact on Range Safety.

******Your Capital Project is not approved to begin until it has been returned to you signed by the TCSA President.**

E-mail can be used to submit your request and your signed request may be returned to you by e-mail.

Do your homework. Planning and detail are required in the completion of this form for approval. Lack of planning and detail in your plan will result in more time to get approval and complete your project. This form was prepared using Microsoft Word. The form may be downloaded and data entered in various categories to totally explain your project.

Requested by (Discipline Board Rep): _____ Date: _____
(Or Operations Officer for non-discipline projects)

Range Officer Safety Committee review of project required? No _____ Yes _____ When _____

Approval* by T.C.S.A. President: _____ Date: _____

*- **Your project is approved at the cost you stated plus not more than 10%.** If costs run more than 10% over your estimate, board approval is required for the additional costs.