



## REQUEST FOR PROPOSALS

**Date:** December 9, 2020

**RE:** Evergreen Fire Protection District  
Design and Construction of a New Fire Station

1. Introduction / Invitation. The Evergreen Fire Protection District, a quasi-municipal corporation and political subdivision of the State of Colorado, expects to engage a qualified firm for the Design, Project Management, and Construction of a fire station. The fire station will be located on multiple adjacent properties the district owns located at 5071 and 5111 Highway 73 and 28648 Buffalo Park Road in Evergreen, Colorado.

The proposal will include a Conceptual Design to identify the best use of the properties, a proposal for Formal Design and production of construction documents, a proposal for the project management of the construction process, and the establishment of a tentative budget. The District seeks a cost effective and efficient project that focuses on functional design with quality construction for its long-term strategic plans.

Notice of this Request for Proposals has been published in the Canyon Courier and Clear Creek Courant, legal newspapers of general circulation in the District on December 9, 2020.

Interested parties are invited to submit an email stating their intent to provide a proposal to Carol Hucker via email at [chucker@evergreenfirerescue.com](mailto:chucker@evergreenfirerescue.com). The statement of intent will contain the contact information for any RFP Addendum to be sent by email. Once a list of interest in the project has been established, responders will be provided with a sign-up link to schedule a site visit with the Fire Chief. Acceptable social distancing measures and respect for the tenants of the property will be required. Interested parties may not visit the properties unescorted.

Interested parties are invited to submit a sealed Proposal to:  
Evergreen Fire Protection District  
Attn.: Carol Hucker  
1802 Bergen Parkway  
Evergreen, CO 80439

Or by email to [chucker@evergreenfirerescue.com](mailto:chucker@evergreenfirerescue.com), **no later than March 15, 2021 at 12:00 p.m. MDT**, at which time Proposals will be opened and available to the public for viewing. One of each Proposal must be delivered. Late submittals or submittals delivered to the wrong location will not be accepted. Unless otherwise provided for herein, no compensation shall be paid for Proposals. All questions concerning this RFP are to be directed in writing, to Carol Hucker via email at [chucker@evergreenfirerescue.com](mailto:chucker@evergreenfirerescue.com). No questions will be answered verbally; all questions must be by email. All questions and answers will be circulated as an RFP Addendum via email to those that have expressed the intent to submit a proposal. All

questions must be received by February 15, 2021 at 5:00 pm and a final addendum will be published on February 16<sup>th</sup> if needed.

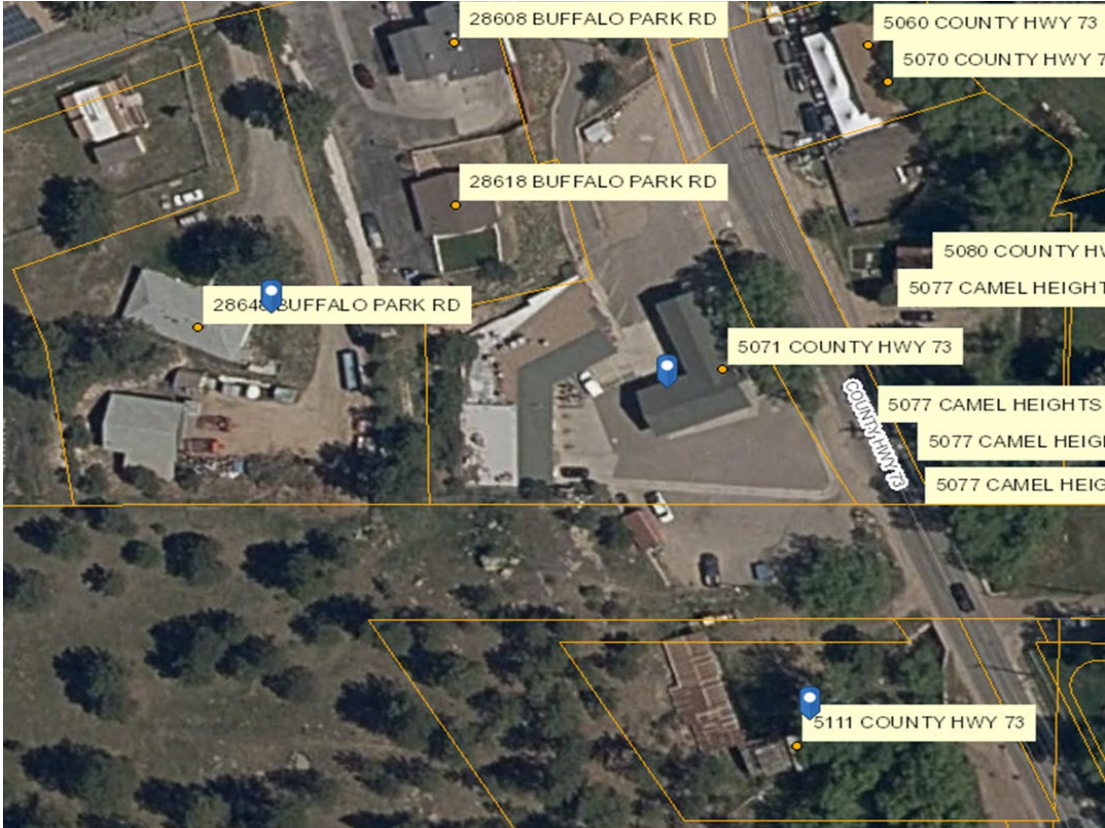
2. Project Scope / Performance Standards.

(a) Scope. The proposal will provide the conceptual design of a new fire station and should include:

- An analysis of the space needs and goals described and to be developed as the project moves forward.
- A site plan depicting the location of the structure, the topography of the properties in relation to the structure, and zoning regulations or restrictions.
- Floor plans which define the basic function and location of the spaces.
- Elevations of the building to convey the intent of the concept.
- Section drawings that will depict the relationship between the potential multiple floors as well as the overall height of the structure.
- Rendering or Modeling to represent the overall intent of the concept design in the site topography.
- A preliminary cost estimate for construction of the project based on the proposed design.

(b) Considerations and Standards.

- Bays for fire / EMS apparatus
  - One Type 1 Structure Engine
  - One Rescue Truck
  - Two Heavy Tenders
  - Two Ambulances
  - One Utility Pump Truck
  - Two Utility Response Cars
  - One Type 6 Brush Truck
  - Future expansion to include a Ladder Truck
- Apparatus bay doors not less than 14 feet wide by 14 feet high
- Low maintenance concrete block and metal standing seam roofing construction similar to existing district stations (example: <https://evergreenfirerescue.com/wp-content/uploads/2017/05/STATION-8-33377-Forest-Estates-Rd.-Evergreen-CO-80439.pdf>)
- Office/Meeting space
- Restrooms/ Lockers/ Fitness Room
- Storage Room
- Secured Medical Supply Storage
- Crew Quarters for two full time paramedics including living, sleeping, restrooms, and office
- Crew quarters for four firefighters
- Shared kitchen
- Day/TV room
- Building interior will be low maintenance flooring with concrete slab in bays, storage areas, and high traffic areas.
- Parking areas for volunteer firefighters and medics working from the station.



- (c) Schedule. A non-binding notice of intent to accept Proposal is expected to be issued on or about April 12, 2021. Once the proposal has been accepted the Proposer will develop a schedule for the design and construction of the project based on the District's ability to generate the needed funding.
- (d) Budget. The current [maximum] estimated overall budget for the completed project is approximately \$8,000,000.00. This process will include the selection of an architect, the selection of a contractor, and the project management for the construction through final walk-through and acceptance of the completed project.

3. Submittal Requirements. The following items are to be included in the Proposal:

- (a) Contact Information, including an official email address to receive notifications and updates.
- (b) A statement of qualifications, including:
  - Company Information:
    - Organizational – general
    - Local / Regional Office
    - Time in business
    - Employees – professional, managerial, office staff
    - Annual volume – number of projects and dollar total
    - Jefferson County Area projects – number and dollar total during the past five (5) years
  - Similar Project Experience:
    - Similar scope of work within the past five (5) years
    - Projects for other public agencies
    - Self-performed work capability
  - Project Specific Information:
    - Familiarity with the project location
    - Proposed project team organization
    - Proposed team resumes / bios/ applicable experience
    - Proposed scope of services:
      - Preconstruction – to include design, progress estimates, value engineering, constructability analysis, scheduling, means and methods engineering, and long lead purchasing.
      - Construction - to include safety, quality, and schedule
    - Evidence of necessary licensure, registrations, and credentials, including information on any revocation or suspension.
  - Financial Qualifications:
    - AIA A-305 Pre-Qualification Statement
    - Bonding capacity (Performance and Payment Bonds will be required)
  - Other Qualifications
    - References - Minimum three (3) required
    - Letters (Optional)
    - Awards (Optional)
- (c) Schedule for design through final construction walk through/ project acceptance.
- (d) Budget, including all fees to the Proposer
- (e) Significant subcontractors and suppliers anticipated
- (f) Legal Requirements:
  - Submission of a Proposal shall constitute certification that the proposer does not hire or subcontract with illegal aliens as required by §8-17.5-101 *et seq.*, Colorado Revised Statutes.
  - Ability to post bond for construction work.

- If Proposer will request or require a limitation on professional liability clause, notice must be provided in the proposal.
- Other materials deemed important by the Proposer.

4. Criteria for Evaluating Proposals. Proposals will be evaluated based on the following. The District may impose a numerical valuation system to weigh criteria and rank Proposals.

- (a) The proposer's qualifications, including:
- Whether there is a reasonable basis to conclude that the Proposer has enough technical expertise, resources, and experience to complete the project according to the plans and specifications in a good and workmanlike manner.
  - Whether there is a reasonable basis to conclude that the Proposer has the financial strength to successfully complete the project and cover any warranty obligations.
  - Whether there is a reasonable basis to conclude that the Proposer will likely complete the project within the budget and on schedule.
  - Whether there is a reasonable basis to conclude that the Proposer is suitable to work with and has a good professional reputation.
  - The over-all strength of the Proposer and its perceived ability to perform.
- (b) Proposed costs.
- (c) Proposed schedule.
- (d) Design features and functionality
- (e) Responsiveness to this RFP.
- (f) Any other criteria deemed material by the District.

5. Procedure for Making Awards. The Proposals are expected to be evaluated by District team members, who will make a recommendation to the District Board of Directors. The District reserves the right to hold multiple rounds of review with a limited group of Proposals. In the event the District Board elects to accept a Proposal, it shall accept in writing the Proposal that, in its estimation, represents the best value to the District.

Proposals shall be binding on the Proposer and may not be withdrawn for a period of sixty (60) days following the submission deadline.

The district reserves the right to act in its best interest and may terminate, modify, or suspend the process, reject any or all Proposals, modify terms and conditions of this RFP and selection process and/ or waive informalities of any submission.