

**REVISED**  
**REQUEST FOR PROPOSAL**

EVANS FIRE PROTECTION DISTRICT  
FIRE STATION #2 REMODEL  
A PUBLIC WORKS PROJECT

February 3, 2017

## SECTION 1 – INTRODUCTION AND PROJECT OVERVIEW

### 1. Introduction; Submission Deadline

The Evans Fire Protection District ("**Fire District**"), a political subdivision of the State of Colorado, invites proposals from qualified firms ("**Contractor(s)**") for the Fire Station 2 Remodel, a public works project ("**Project**").

**Response to this RFP is required by 4 pm (MST) on February 22, 2017 ("**Submission Deadline**").** Proposals must be received at the Fire District's administrative office, located at 1100 37<sup>th</sup> Street, Evans, CO 80620. A proposal received after the Submission Deadline will not be considered. Telephone, email or facsimile proposals will not be accepted. Contractors responding to this RFP do so solely at their own expense.

Each Contractor, by submitting its proposal, represents that it has read and understands this RFP and the Project documents and is willing and capable of substantially completing the work within the specified time frame.

The proposal and all supporting documentation shall become the property of the Fire District, and shall constitute public records within the meaning of the Colorado Open Records Act. If a Contractor considers any portion of its proposal to constitute confidential, proprietary information, the Contractor must clearly mark such portion(s) as confidential, and separate it from the rest of the proposal in such a manner that the Fire District can withhold from any production of the proposal in accordance with applicable law. We appreciate your interest in this Project.

### 2. Project Description

Fire Station #2 is located at 2100 37<sup>th</sup> Street, Evans, CO. The remodel/expansion will include: an addition and remodel of the existing office and living areas of Fire Station #2. The addition will be a two-story steel framed building with steel and stud framed walls. The roof will be low slope with parapets. Addition: 925 sf/level. Remodel: 2508 sf/level. The main level will have additional offices and a conference room as well as a training room. The second level will remain living quarters, but will be expanded and updated. A copy of the Project Specifications/Manual is available at 1100 37<sup>th</sup> Street, Evans, CO 80620 or on the Fire District's website at [www.evansfiredistrict.org](http://www.evansfiredistrict.org) for review prior to submitting a proposal in response to this RFP.

Contact with Fire District personnel or consultants in connection with this RFP may not be made other than as specified in this RFP. Unauthorized contact of any Fire District personnel or consultants may result in disqualification of a proposal.

### 3. Architect

The following architect has been retained by the Fire District for this Project.

Casseday Creative Designs, LLC  
Contact: Ric Weber, [ric@casseday.net](mailto:ric@casseday.net)  
P.O. Box 337733  
Greeley, CO 80633  
970-515-6675

#### 4. **Form of Contract**

The Contractor awarded the contract will be required to enter into the Owner-Contractor Agreement that is available at 1100 37<sup>th</sup> Street, Evans, CO 80620 or on the Fire District's website at [www.evansfiredistrict.org](http://www.evansfiredistrict.org) for review prior to submitting a proposal in response to this RFP ("**Owner-Contractor Agreement**"). This is a Guaranteed Maximum Price Project.

A portion of the funding for this Project is provided to the Fire District through a grant from the Colorado Department of Local Affairs ("**DOLA Grant**"). As such, the performance of the Project is subject to certain conditions contained in the DOLA Grant documents. A copy of the DOLA Grant documents are available at 1100 37<sup>th</sup> Street, Evans, CO 80620 or on the District's website at [www.evansfiredistrict.org](http://www.evansfiredistrict.org) for review prior to submitting a proposal in response to this RFP. By submitting a proposal, the Contractor expressly agrees to comply with all conditions in the DOLA Grant documents applicable to Contractor's performance of the Project and the Owner-Contractor Agreement.

#### 5. **Bid Bond**

As required by the DOLA Grant, the Contractor must secure and submit as part of its proposal a Bid Bond for the benefit of the Fire District that is equivalent to five percent (5%) of the bid price. The Bid Bond shall consist of a firm commitment that the Contractor shall, if its bid is accepted by the Fire District, execute such contractual documents as may be required within the time specified. The Bid Bond must be issued from a company holding certificates of authority as acceptable sureties pursuant to 31 C.F.R. Part 223 and are authorized to do business in Colorado.

#### 6. **Selection Criteria**

The Contractor will be selected that is the lowest responsive, responsible bidder meeting the specifications/requirements set forth in this RFP and the Project Specifications/Manual.

#### 7. **Award and Execution of Contract**

All proposals will be reviewed for completeness of the submission requirements. If a proposal fails to meet a material requirement of the RFP, or if it is incomplete or contains irregularities, the proposal may be rejected. The Fire District has the right to waive irregularities and informalities in any or all proposals, and to separately accept or reject any item(s) of the proposal as the Fire District deems to be in its best interest without incurring any cost or liability whatsoever.

The Fire District may modify the RFP before the proposal Submission Deadline by posting, mailing, emailing or faxing an addendum to the contractors known to be interested in submitting a proposal.

All materials submitted in response to an RFP will become the property of the Fire District.

During the evaluation process, the Fire District may require a Contractor to answer questions with regard to the proposal and/or require a Contractor to make a formal presentation to the evaluation team and/or the Fire District. The Fire District also may have discussions with those Contractors falling within a competitive range, and may request revised pricing offers from such Contractors and make an award and/or conduct negotiations thereafter.

A proposal may be withdrawn at any time before the Submission Deadline for submitting proposals by notifying the Fire District in writing of its withdrawal. The notice must be signed by the Contractor. The Contractor may thereafter submit a new or modified proposal, provided that it is received at the Fire District no later than the Submission Deadline. Modification offered in any other manner, oral or written, will not be considered. Proposals cannot be changed after the proposal Submission Deadline.

If, prior to the Submission Deadline, a Contractor discovers any ambiguity, conflict, discrepancy, omission, or other error in the RFP, the Contractor should immediately provide the Fire District with written notice of the problem and request that the RFP be clarified or modified. Without disclosing the source of the request, the Fire District may modify the RFP before the proposal Submission Deadline.

If, before the Submission Deadline, a Contractor knows of or should have known of an error in the RFP but fails to notify the Fire District of the error, the Contractor shall submit a proposal at its own risk, and if, awarded the Project, shall not be entitled to additional compensation or time by reason of the error or its later correction.

If the Fire District selects a Contractor to perform the Project, it will notify the Contractor selected, and it will post notice at the Fire District's administrative office. Within ten calendar days of being awarded the contract, the Contractor shall sign and return to the Fire District the Owner-Contractor Agreement. If the Contractor fails to sign and return the Owner-Contractor Agreement by the deadline, the Fire District, may in its sole discretion (a) enter into negotiations and sign a contract with any other Contractor who submitted a timely proposal, (b) issue a new RFP and begin the process again, or (c) modify, postpone or terminate the Project.

**A copy of the draft Owner-Contractor Agreement is available 1100 37<sup>th</sup> Street, Evans, Colorado 80620 or on the Fire District's website at [www.evansfiredistrict.org](http://www.evansfiredistrict.org) for review prior to submitting a proposal in response to this RFP. The successful Contractor shall be required to perform the Project per this Owner-Contractor Agreement. Any and all objections to the Owner-Contractor Agreement must be identified in writing at the time of submission of the proposal. The Fire District will not entertain any negotiation of the agreement language after submission of the proposal.**

News releases pertaining to the award of a contract may not be made without the prior written approval of the Fire District.

If, after the Fire District and the selected Contractor execute a contract, that contract is terminated for any reason, the Fire District may, in its sole discretion, (a) enter into negotiations and sign a contract with any other Contractor who submitted a timely proposal, (b) issue a new RFP and begin the process again, or (c) modify, postpone or terminate the Project.

## **8. Questions and Substitution Requests Regarding the RFP**

Questions and substitution requests shall be addressed in writing to Ric Weber at [ric@casseday.net](mailto:ric@casseday.net) and must be submitted no later February 17, 2017. Questions and answers regarding the RFP may be shared with all Contractors known to be interested in submitting a proposal.

## SECTION 2 – RESPONSE FORMAT

### 1. General Information

The submission requirements for this RFP are set forth below. A proposal shall constitute an irrevocable offer for ninety (90) days following the deadline for its submission. Reference to a certain number of days in this RFP shall mean calendar days unless otherwise specified.

All proposals shall be signed by the Contractor in blue ink giving full name, title, name of business and address. In the case of a corporation, the proposal shall be signed by a duly authorized official of the corporation and bear the seal of the corporation. Each proposal shall be enclosed in an opaque sealed envelope marked on the outside: "**FIRE STATION #2 REMODEL—DO NOT OPEN.**"

All costs incurred in the preparation and presentation of a proposal in any way whatsoever shall be wholly absorbed by the Contractor submitting the proposal.

All aspects of the Contractor's proposed construction materials and methods shall meet or exceed all relevant Codes, including but not limited to Building, Mechanical and Fire Codes, and all relevant National Standards, including but not limited to the standards promulgated by the National Fire Protection Association (NFPA).

The Contractor specifically agrees to every provision contained in this RFP and the Owner-Contractor Agreement, unless the Contractor's exceptions are specifically listed in its proposal, and unless the Contractor's exceptions are accepted by the Fire District and expressly incorporated into the Owner- Contractor Agreement. All Contractor exceptions to this RFP or the Project shall be listed together on a separate page specifically identified as exceptions.

Before submitting a proposal, a Contractor shall personally inspect the Project site to examine existing conditions, and any other conditions affecting the execution of the work. Submission of a proposal shall constitute conclusive evidence that the Contractor has personally inspected the Project site. No allowance or extra consideration to the Contractor will be paid by the Fire District by reason of additional costs, damages, or other difficulties incurred by the Contractor that could have been avoided had an adequate site inspection been undertaken.

### 2. Content

Please include the following information in the response to this RFP.

- a. Cover Letter
- b. Completed Bid Form
- c. Staffing Plan and Team Organization Chart: List the proposed team of personnel who would work on this Project and describe their qualifications, background and experience, their respective roles, responsibilities and the number of hours per week they will dedicate to the Project throughout the Project. Include the project manager, project engineer, superintendent and other staff proposed to work on the project. Indicate if the key members have worked together on previous projects.

d. GMP: Good faith GMP estimate and description of how the fee is calculated and applied against the cost of construction.

e. Construction Management Approach: Provide a narrative of Contractor's management approach and philosophy with respect to this type of construction project. The response for this section should be a maximum of one page and should address the following topics:

- i. Value Engineering approach.
- ii. Cost estimating approach and reconciliation.
- iii. Recommendations on constructability of details and systems.
- iv. Recommendations on phasing and fast-tracking strategies.
- v. Identify this Project's special constraints and a method for working around these constraints, e.g. staging, continuing operations and site limitations.
- vi. Approach to resolving cost, schedule, and design quality issues.
- vii. Approach to bid package strategies.
- viii. Identify the philosophy and approach to the selection of subcontractors.
- ix. Approach to project savings.
- x. Provide a brief narrative of how the Contractor accumulates costs against a GMP and how an audit trail might be established for the Fire District's use.
- xi. Describe how the Contractor would propose a "bid" for self-performed work and how this would remain competitive.
- xii. Describe the methods used by the Contractor to minimize conflicts in the construction documents and to reduce change orders.
- xiii. This Project will require the Contractor to provide competitive bids for subcontracted work. Describe how the Contractor would maintain a competitive environment and yet prequalify certain trades.
- xiv. Describe the steps the Contractor uses to assure quality control during the construction phase of a project.

f. Contractor's Commitment: Provide a written commitment to the requirements set forth in this RFP and the Owner-Contractor Agreement. The letter should include the commitment to provide the Contractor's commitment of resources and personnel to ensure successful completion of the Project, to seek and obtain all appropriate cost savings, and to cooperate and coordinate with the Fire District, the Architect and their representatives and agents.