



REQUEST FOR PROPOSALS (RFP)

PUBLIC PROJECT FIRE STATION ADDITION CONSTRUCTION FOR JACKSON COUNTY COLORADO AND THE NORTH PARK FIRE RESCUE AUTHORITY

Release Date: 11/20/2023

Response Deadline: 11/27/2023

PO Box 1019, Walden CO 80480

(970)723-4660

**GUIDELINES AND INSTRUCTIONS
FOR REQUEST FOR PROPOSALS (RFP) FOR PUBLIC PROJECT**

FOR FIRE STATION CONSTRUCTION

**Jackson County Colorado
PO Box 1019, Walden CO 80480
(970)723-4660**

NOTICE TO RESPONDENTS

Jackson County Colorado is soliciting proposals for a public project for the construction of an addition to an existing fire station. This will be an addition to the existing Fire Station at 513 Harrison Street, Walden, Colorado 80480. The Proposal should address the design, construction, and interior finish of the facility.

All clarifying questions for this proposal should be directed to the Jackson County Administrator's office, via email at smartin@jacksoncountyco.gov. All questions should be submitted by November 27, 2023.

Responses can be submitted digitally or as a hard copy. Please note, the County requests a digital copy be provided via disk or flash drive with any hard copy submission. Proposals should be submitted to the County:

Jackson County Administrator
Re: RFP – Fire Station
US Mail: PO Box 1019
Physical: 404 4th Street
Walden CO 80480
4:00 p.m., December 8, 2023

Respondents should be aware that any records they submit to the County, or that are used by the County may be public records. The County will promptly disclose public records upon request unless a statute exempts them from disclosure. Respondents should specify any items in their proposal that they determine to be exempt from public record. Respondents should also be aware that if even a portion of a record is exempt from disclosure, generally, the rest of the record must be disclosed.

GENERAL INFORMATION

Below are key and relevant details related to the existing Firehouse and the proposed new facility that would need to be kept in mind throughout the development of a response to this RFP:

- Location: 513 Harrison Street, Walden CO 80480
- Prep existing building for access to/from new addition
- Essential items for a final site design include a meeting room, a mechanical room with overhead doors, and a restroom.
- Construction to begin early in the 2nd Quarter of 2024, as weather conditions permit, to be completed by the end of the 3rd Quarter of 2024.
- Potentially, the building could be considered as a multi-purpose use building including other public safety functions and community meeting space.
- This station is utilized by a volunteer fire department of approximately # ? _____, and will be used primarily for secure storage and protection from extreme weather conditions for fire equipment.

PROJECT GOALS AND OBJECTIVES

In general, the County is seeking a proposal that will:

- Result in the construction of a fire station addition that will accommodate the existing needs of the department and provide secure, weather-proof storage for fire equipment.
- Provide recommendations for construction that can occur on the existing site footprint.
- That provides an opportunity for revenue sharing or other cost sharing through the co-location of other uses that align with Fire and public safety operations
- A proposal that shares the risk between the County and respondent.

TIMELINES

1. Board of County Commissioners Approval December 26, 2023
2. Proposal Deadline and bid opening: 4:00 p.m. (local time) Dec. 8, 2023
3. Potential Interview Dates: Dec. 18 or Dec. 19
4. Initial BoCC Review: December 12, 2023

The County will not be responsible for proposals that are received after the 4:00 p.m. deadline on December 8, 2023.

EVALUATION CRITERIA

Proposals will be evaluated to determine the lowest and best bidder by internal County staff, including the Assistant County Administrator and the Fire Chief. After this initial internal review, a recommendation will be provided to the Board of County Commissioners for their approval of a final contract and vendor selection. Board of County Commissioner approval is required before the process is completed.

Below is a listing of components and information that will aid in the evaluation process and, as such, should be highlighted or emphasized in the response to this RFP:

- Vendor status as a non-profit or for-profit company

- Vendor experience with public projects for the construction of government buildings or complexes.
- Total cost and payment structure, including any penalties or reduced service payments due to non-compliance.
- Risk burden and share in overall project risk, including any proposed guaranteed maximum pricing.
- Uniqueness of proposal and/or alternatives recommended by the respondent that may leverage outside resources into the final project.

RESPONSE FORMAT

All proposals shall be submitted in the following format. Failure to abide by this format may result in the disqualification of the submission. Following this format will allow the County to expedite the review and selection process.

1. Cover Letter – A cover letter signed by an individual who is authorized to submit the response to the Request for Proposals.
2. Experience with Similar Projects – A listing of three comparable projects with a description of services rendered (including any required subcontracting). Please include contact information.
3. List of Key Staff – A complete list of key personnel who will be involved with this project, including their experience and qualifications. In addition, any key subcontractors and their staff should also be identified, if applicable.
4. Project Outline/Overview – An outline of the various steps that the contractor anticipates taking in order to fully complete the project. The concept plan should include illustrative exterior building elevations that showcase the massing, openings, and any related elements. An aerial of the site plan and space needs/requirements should be included as well.
5. Project Costs – Please provide a description of the anticipated pre-development costs, as well as hard/soft construction costs.
6. Preferred Method of Payment – The proposal should outline the preferred method of payment (monthly, quarterly, annually), payment amount, and term for proposed payment.
7. Conflicts of Interest – Responses must disclose any conflicts of interest to their accepting an award of the contract with Jackson County. If a conflict of interest exists, the manner in which said conflict of interest would be rectified, if said contract is awarded to the proposer.
8. Legal Disclosure – Please disclose your firms current legal and financial situation, including: any bankruptcies filed; and, any material (in excess of \$50,000) claims, judgments, arbitrations investigations or lawsuits pending.
9. Timeline – Please provide a brief project timeline
10. Sample Contract – A copy of sample agreement/contract. This will allow the County to expedite the review/award process.

11. Other Information – A statement of any other pertinent information that should be known in order to effectively evaluate the proposal.

Terms and Conditions

Jackson County reserves the right to reject any or all proposals, to award contracts in whole or in part, or to waive any informalities or irregularities in the submitted proposals.

The response to this Request for Proposals is entirely voluntary. The Request for Proposals does not commit Jackson County to award a contract, to pay any costs incurred in the preparation of a response to this request, or to procure or contract for services or supplies.

Jackson County may reject responses that do not meet the requirements of the Request for Proposals in any respect. Responses which contain false or misleading statements, or which provide references that do not support an attribute or condition contended by the Vendor, may be rejected. If, in the opinion of Jackson County, information was supplied that is intended to mislead County in its evaluation of the proposal and the attribute, condition, or capability, the proposal will be rejected.

Jackson County reserves the right to expand or reduce the work subject to negotiations with the successful Vendor. Jackson County reserves the right to choose a company from the responses, to further interview companies, or to initiate a new RFP process, after proposals are submitted.

