



# REQUEST FOR PROPOSALS STATION THREE ADDITION

Date: December 30, 2024

RE: Timberline Fire Protection District (“District”)  
Integrated Project Design, Construction, and Management of Fire Station Three Bay Addition

1. **Introduction / Invitation.** The Timberline Fire Protection District, a quasi-municipal corporation and political subdivision of State of Colorado expects to engage a qualified firm or team for the Design Completion, Preconstruction and Project Management, and as the General Contractor the construction of apparatus bays and associated improvements located at 19126 Highway 119, Black Hawk, Colorado.

Responses to this Request for Proposals (RFP) are required by **January 31, 2025 at 2pm MDT**. Responses may be emailed to Chief Hinderman at [jhinderman@timberlinefire.com](mailto:jhinderman@timberlinefire.com) you will receive a response email confirming receipt of your proposal. If alternate means of submission are desired, please contact Chief Hinderman at 303-582-5768 x701 to schedule alternate arrangements.

Notification of the Request for Proposals has been published in the Weekly Register Call and Mountain Ear, legal newspapers of general circulation in the Fire District, and on the District website.

By submission of any proposal, the Contractor represents that it has read and understands this RFP and is willing and capable of fully completing the work within the time frame proposed. For the purpose of this RFP all references to a number of days shall mean business days unless otherwise specified.

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

In order to submit a proposal, the Contractor must attend the pre-bid meeting and site visit on Wednesday, January 15<sup>th</sup>, at 12 noon. If the Contractor, plans to attend this pre-bid meeting and site visit, please RSVP to Administrative Chief Jennifer Hinderman at [jhinderman@timberlinefire.com](mailto:jhinderman@timberlinefire.com) by January 10<sup>th</sup> @ 5pm.

All questions must be directed in writing no later than January 16 at 5 p.m. to Chief Hinderman. [jhinderman@timberlinefire.com](mailto:jhinderman@timberlinefire.com). A copy of the responses to all questions will be provided to each bidder who attended the pre-bid meeting unless the question contains confidential or proprietary information identified by the bidder, in which case a confidential response will be provided to the

bidder asking such questions.

2. **Schedule.**

RFP Release	December 30, 2024
Pre-Bid meeting RSVP deadline	January 10, 2025 (5pm MDT)
Mandatory Pre-Bid meeting	January 15, 2025 (12pm MDT)
Deadline for Email Questions	January 16, 2025 (5pm MDT)
Response to questions	January 21, 2025 (5pm MDT)
RFP Submission Due	January 31, 2025 (2pm MDT)
Interview list Announced	February 5, 2025 (5pm MDT)
In-person interviews	February 10, 2025 (TBD)
Contractor Selection	February 10, 2025 (Regular Board Meeting 7pm)
Negotiation of CM/CG contract	February-March 2025
Contract approval	March 11 <sup>th</sup> (Regular Board Meeting 7pm)
Preferred start date	Immediately following contract approval
Construction Completion Date	September 30, 2025

3. **Project Description.** The project will be based on the architectural drawings and bridging documents provided by the District. The project will include finalizing any architectural design and construction documents not already completed, code review, and approval, a pre-construction phase where a guaranteed maximum price (GMP) should be determined, and the construction phase of Timberline Fire Station 3 Bay Addition and all associated components and improvements found in the architectural drawings (exhibit B) and “scope of work” document (exhibit C).

4. This RFP and all exhibits can be found at [www.timberlinefire.com](http://www.timberlinefire.com)

- Exhibit A RFP
- Exhibit B Architectural Drawings
- Exhibit C Scope of Work
- Exhibit D Soils report

5. **Project Intent.** All proposals will be based on the provided architectural drawings. The Fire District’s goal is to select an integrated project Design/CM/GC single contractor or team (hereafter, “Contractor”) through this RFP process that will work cohesively throughout the duration of the design and construction of the addition and remodel of the occupied Fire Station/Headquarters. The Fire District will rely on the Contractor to:

- Provide all information necessary for making informed, value-based decisions.
- Provide a schedule and cost implications of all decisions.
- Attend design meetings and provide value of engineering and open book pricing of systems and alternatives for the purpose of meeting or improving the project budget requirements grounded in a base budget established during this RFP process.
- Attend bi-weekly project meetings and provide the District with updates on progress and budget.
- Ensure all documentation and tracking is completed to the satisfaction of the District,

USDA, DOLA, and Buy America Build America Act (BABAA)

- Provide final architectural designs and approval from Gilpin County.
- Develop GMP during pre-construction phase.

6. **Project Management.** The Contractor will provide in the proposal a sample of the management schedule and reporting from a prior project of similar scope, expectations for frequency of project meetings for updates on progress and budget, process for information distribution, milestone updates relative to the budget and pricing proposal, examples of bi-weekly/monthly control documents, change order request process, or other documentation essential to the performance of the project that the District may require.

7. **Submittal Requirements.** A proposal shall constitute an irrevocable offer for ninety (90) business days following the deadline for submission. The principal shall sign all proposals and shall include the full name, title, name of business, and address with signature.

8. If a corporation is submitting the proposal, it shall be signed by a duly authorized official of the corporation and bear the corporation's seal.

9. All costs incurred in the preparation or presentation of a proposal in any way shall be wholly absorbed by the Contractor submitting the proposal. All aspects of the proposed construction materials and methods shall meet or exceed the relevant codes, including but not limited to, Building, Mechanical, and Fire Codes, and all relevant National Standards, including but not limited to, ICC International Residential Code 2018, ICC International Building Code 2018, ICC International Mechanical Code 2018, ICC Energy Conservation Code 2018, ICC International Fire Code 2018, ICC International Plumbing Code 2018, ICC International Fuel Gas Code 2018, and National Electric Code 2020.

The Contractor specifically agrees to every provision contained in this RFP and in the Owner-Contractor Agreement, unless the Contractor's exceptions are specifically listed in its proposal. Exceptions may be accepted by the District and incorporated into the written contract if the District chooses to move the proposal to the contract stage. Exceptions to this RFP, to the Owner-Contractor Agreement, or to the project shall be listed together on a separate page of the proposal specifically identified as exceptions.

▪ **Content of the Proposal**

- a) Cover Letter
- b) General Qualifications
  - i. Company Information to include a brief overview of the company and its history.
  - ii. A statement of the company's ability to provide up to 100% performance and payment bond in the amount of the pricing proposal that is established for the project and any subsequent GMP.
  - iii. Disclosure and a description of any claims, lawsuits, or legal actions during the last five years that the company or Contractor have been involved in.
  - iv. Any current work in progress or under construction with completion dates.
  - v. Any current work in the design phase where preconstruction services are being provided and projected completion dates.
  - vi. A detailed description of the construction work that will be performed by the Contractors personnel and how costs will be controlled.
  - vii. Examples of familiarity with Colorado Special Districts and fire departments in particular.
  - viii. Examples of ability to meet USDA, DOLA, and Colorado Special District tracking, bidding, and documentation. This may include but is not limited to

- receiving multiple bids, BABA, etc.
- ix. Indicate prior fire stations that you have constructed/renovated/remodeled in the past three years; indicate the number of Colorado Special Districts you have worked with in the past three years; briefly describe similar projects where Design/CM/CG operations have been performed by the Contractor (maximum 5); include references for each project with email and telephone number contact information.
  - x. Discuss the pricing and services methodology specifically in relationship to calculating estimates and final pricing proposal, and subsequent development of GMP; discuss how quality, scheduling, and costs are maintained throughout the project; discuss the system for managing change orders and how the Contractor manages subcontractors pricing of change orders to control costs; describe the process for critical path schedule development and include a recent example.
- c) Construction Experience – Describe the experience of the Contractor in the completion of comparable Fire Station additions or renovations with the year that the project was completed and including preconstruction services, and coordination of the project. Describe preconstruction services philosophy relative to how the Contractor interacts with the project team, controls construction costs for the Fire District, what fees are charged for preconstruction services, what subcontractors will be involved in the preconstruction phase, and cost estimating during the preconstruction phase. Note: any projects listed in submitting this proposal must have been managed and constructed under the group submitting this proposal. Projects completed by employees of former employers are not acceptable.
  - d) Staffing Plan – Provide a list of proposed key personnel and resumes of personnel that will be directly involved in the project, including any specific experience that is relevant to this project. Indicate current projects of key personnel and the time dedicated to those projects. Include information about experience the individuals have working together as a team. Describe the roles, responsibilities, and anticipated hours per week by key personnel will dedicate to the project. Include the project manager, project engineer, superintendent, and other staff proposed to have significant involvement in the project and if these key members have worked together on previous projects.
  - e) Fees – Provide a fee proposal for all phases of the project to include, but not limited to, architectural design and production of construction documents, provision of preconstruction services, a good faith estimate of the cost of construction, the Contractors fees during the construction phase, and a description of how the fees and costs were calculated.
  - f) Pre-Construction and Construction Management – Provide the Contractors approach and philosophy for the preconstruction and construction services phases of the project. Include value engineering; cost estimating approach; cost reconciliation and development of GMP; phasing and fast track strategies; any recommendations on construction details or systems; any special constraints such as site limitations or staging issues; the approach for resolving design quality, schedule, or cost issues; and the approach to selecting subcontractors. Explain the approach to bid packages, how the Contractor would “bid” self-performed work to remain competitive, and how competitive bids for subcontracted work will be provided while prequalifying certain trades. Explain how conflicts in the construction documents can be minimized to reduce change orders. Describe the steps used to assure quality control during construction and how the Contractor

accumulates/audits costs against the pricing proposal.

- g) **Contractors Commitment** – Indicate through a written acknowledgement on company letterhead with a signature by the principal that the Contractor accepts the requirements set forth in the RFP. Include a commitment to the full faith of the Contractor to the execution of the work, the commitment of resources and personnel to assure successful completion of the project, and a commitment to the cooperation and coordination with the Fire District, or its representatives and agents.

9. **Criteria for Selection.** A Contractor will be chosen based on the following criteria. The order listed does not indicate importance:

- The information provided in the proposal including, but not limited to, the qualifications and experience in successful completion of similar projects by the Contractor, the qualifications and experience of the key personnel in the type of work required, and adequate resources to perform the work.
- Competitive proposed fee and best value.
- Competitive labor and burden rates.
- Prior performance in terms of cost control, work quality, schedule compliance, and establishment of Guaranteed Maximum Price on similar projects.
- Ability to secure a 100% Payment/Performance Bond as required by Colorado law. Cost of bond to be included in the pricing proposal and subsequent GMP.
- Demonstrated ability as a team player.
- Agreement to enter an Owner-Contractor Agreement in a form acceptable to the Fire District which includes delay damages clause, statutory retainage, and warranty administrator duties.
- If the entity submitting a proposal is a joint venture between Architect/ Construction Manager/ General Contractor, the joint venture entity must demonstrate the previous construction experience as a joint entity. Newly formed joint venture teams to pursue this opportunity are not eligible.

10. **Award and Execution of Contract.** A five-person committee comprised of various district members will evaluate the proposals for completeness of the submission requirements, and they will choose 3-5 proposals that will move on to the in-person interviews on February 10, 2025. A similar group will evaluate the contractors during the in-person interviews and rank them in descending order, starting with “one” being the best fit for the project and District. The District Board of Directors intends to make a final decision at the regularly scheduled board meeting on February 10, 2025.

11. The Fire District reserves the right to reject any or all proposals, 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 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 Fire District.

The Fire 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. Proposals shall be binding on the Contractor and may not be withdrawn for a period of ninety (90) days following the submission deadline. All materials submitted in response to this RFP will become the property of the Fire District.

The Fire District reserves the right to determine the suitability of proposals on the basis of having met

administrative requirements, technical requirements, the review team's assessment of the quality and performance of the equipment or services proposed, and cost. As part of the evaluation process the Fire District may require the Contractor to answer questions with regard to the proposal, or may require a formal presentation to the review team or the Board of Directors. The Fire District may have discussions with the Contractor that fall within a competitive range and may request revised pricing from such Contractor in order to make an award or conduct negotiations.

The Contractor may withdraw at any time before the deadline for submitting the proposal by notifying the Administrative Chief, Jennifer Hinderman, in writing. The notice must be signed by all participants in the Contractor's team. Proposals cannot be changed after the proposal submission deadline. If the Contractor discovers any conflict, discrepancy, omission, or other error in the RFP, the Fire District shall be immediately notified in writing. The Fire District may then issue an addendum to potential Contractors. Failing to notify the Fire District of any such error in the RFP, the Contractor submits a proposal at their 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 proposal, it will notify the Contractor selected. The Fire District and the selected Contractor will enter into good faith negotiations on a contract which shall contain at a minimum, without limitation, the Statement of Work and Contracting Requirements as described below. No contract or agreement, express or implied, shall exist or be binding on the Fire District before the execution of the of a written contract by both parties. If agreement on the terms of a contract cannot be reached after a period deemed reasonable by the Fire District, at its discretion, the Fire District may enter into negotiations and sign a contract with any other Contractor that submitted a proposal or the Fire District may issue a new RFP and begin the process again, or the Fire District may modify, postpone, or terminate the project.

If the Fire District after selection of a Proposal and execution of a contract, that contract is terminated for any reason, the Fire District may, at its discretion enter into negotiations and sign a contract with another Contractor, issue a new RFP and begin the process again, or modify, postpone, or terminate the project.

