

Louisville Fire Protection District

REQUEST FOR PROPOSAL (RFP) Remodeling Of Fire Station

REMODEL LFPD STATION 1

Louisville Fire Protection District
895 Via Appia Way
Louisville, Colorado 80027
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Prepared By: John Willson

Date: April 18, 2024

REQUEST FOR PROPOSAL
REMODEL LFPD STATION 1
Louisville - Colorado

PROPOSAL SUBMISSION DEADLINE: May 15, 2024, Close of business

QUESTION SUBMISSION DEADLINE: May 06, 2024

Questions may be submitted in written form to:

Contact Name: John Willson
Contact Address: 895 Via Appia Way
Louisville, Colorado 80027
Telephone Number: 303 666-6595
Email Address: jwillson@louisvillefire.com

INTRODUCTION

Louisville Fire Protection District invites and welcomes proposals for their Remodel LFPD Station 1 project. Based on your previous work experience, your firm has been selected to receive this RFP and is invited to submit a proposal. Please take the time to carefully read and become familiar with the proposal requirements. All proposals submitted for consideration must be received by the time specified above under the "PROPOSAL SUBMISSION DEADLINE."

BIDDERS SHOULD NOTE THAT ANY AND ALL WORK INTENDED TO BE SUBCONTRACTED AS PART OF THE BID SUBMITTAL MUST BE ACCOMPANIED BY BACKGROUND MATERIALS AND REFERENCES FOR PROPOSED SUBCONTRACTOR(S) – NO EXCEPTIONS.

PROJECT AND LOCATION

The project associated with this RFP is or shall be located at 1240 Main Street, Louisville, Colorado 80027.

PROJECT MANAGER CONTACT INFORMATION

The following individual(s) are the assigned contacts for the following:

For questions or information regarding n/a, contact:

Name: John Willson
Title: Fire Chief

Phone: 303 666 -6595

Fax: N/a

Email: jwillson@louisvillefire.com

PROJECT OBJECTIVE

The objective and ultimate goal for this project is to remodel three office spaces, one exercise room , and one hall to the truck bay. .

PROJECT SCOPE AND SPECIFICATIONS

Project Scope and Specifications are detailed on an attached document.

SCHEDULED TIMELINE

The following timeline has been established to ensure that our project objective is achieved; however, the following project timeline shall be subject to change when deemed necessary by management.

MILESTONE

DATE

Recieved RFP:

May 15, 2024

PROPOSAL BIDDING REQUIREMENTS

PROJECT PROPOSAL EXPECTATIONS

Louisville Fire Protection District shall award the contract to the proposal that best accommodates the various project requirements. Louisville Fire Protection District reserves the right to: (i) award any contract prior to the proposal deadline or prior to the receipt of all proposals, (ii) award the contract to more than one Bidder, and (iii) refuse any proposal or contract.

INTENT TO SUBMIT PROPOSAL

All invited Bidders are required to submit a "Letter of Intent" no later than April 30, 2024 informing Louisville Fire Protection District of their intent to either submit or decline to submit a proposal.

DEADLINE TO SUBMIT PROPOSAL

All proposals must be received by Louisville Fire Protection District no later than Close of business on May 15, 2024 for consideration in the project proposal selection process.

PROPOSAL SELECTION CRITERIA

Only those proposals received by the stated deadline will be considered. All proposals, submitted by the deadline, will be reviewed and evaluated based upon information provided in

the submitted proposal. In addition, consideration will be given to cost and performance projections. Furthermore, the following criteria will be given considerable weight in the proposal selection process:

1. Proposals received by the stipulated deadline must be in the correct format.
2. Bidder's alleged performance effectiveness of their proposal's solution.
3. Bidder's performance history and alleged ability to timely deliver proposed services.
4. Bidder's ability to provide and deliver qualified personnel having the knowledge and skills required to effectively and efficiently execute proposed services.
5. Overall cost effectiveness of the proposal.

Louisville Fire Protection District reserves the right to cancel, suspend, and/or discontinue any proposal at any time, without obligation or notice to the proposing bidder.

PROPOSAL SUBMISSION FORMAT

The following is a list of information that the Bidder should include in their proposal submission:

Summary of Bidder Background

1. Bidder's Name(s)
2. Bidder's Address
3. Bidder's Contact Information (and preferred method of communication)
4. Legal Formation of Bidder (e.g. sole proprietor, partnership, corporation)
5. Date Bidder's Company was Formed
6. Description of Bidder's company in terms of size, range and types of services offered and clientele.
7. Bidder's principal officers (e.g. President, Chairman, Vice President(s), Secretary, Chief Operating Officer, Chief Financial Officer, General Managers) and length of time each officer has performed in his/her field of expertise.
8. Bidder's Federal Employee Identification Number (FEIN)
9. Evidence of legal authority to conduct business in Colorado (e.g. business license number).
10. Evidence of established track record for providing services and/or deliverables that are the subject of this proposal.

Financial Information

- State whether the Bidder or its parent company (if any) has ever filed for bankruptcy or any form of reorganization under the bankruptcy code.
- State whether the Bidder or its parent company (if any) has ever received any sanctions or is currently under investigation by any regulatory or governmental body.

Proposed Outcome

- Summary of timeline and work to be completed.

Equipment or Service

- List any and all equipment or services required for this proposed project and the number of each.
- Detailed estimated cost for each piece of equipment or service.
- List any or equipment or services required of a subcontractor, along with a brief explanation.
- List any accommodation, services, or space required from Louisville Fire Protection District, along with a brief explanation.

Cost Proposal Summary and Breakdown

- A detailed list of any and all expected costs or expenses related to the proposed project.
- Summary and explanation of any other contributing expenses to the total cost.
- Brief summary of the total cost of the proposal.

Licensing and Bonding

- Provide details of licenses and bonds (if any) for any proposed services that the bidder/contractor may plan on providing for this project.

Insurance

- Details of any liability or other insurance provided with regard to the staff or project.

References

- Provide 3 references

By submitted a proposal, Bidder agrees that Louisville Fire Protection District may contact all submitted references to obtain any and all information regarding Bidder's performance.