



ESTES VALLEY FIRE PROTECTION DISTRICT

PREVENT PREPARE PERFORM

Request for Quote (RFQ)

Request for quotes to conduct a salary survey

Issued: June 5, 2026

Quotes must be submitted to: rgelsinger@estesvalleyfire.org by 8 am MST, June 22, 2026

Summary: The Estes Valley Fire Protection District (EVFPD) is soliciting quotes from qualified compensation and human resources consulting firms to conduct a comprehensive salary survey. The purpose of this project is to ensure that EVFPD maintains a competitive, equitable, and fiscally responsible compensation structure that supports recruitment, retention, and employee development while aligning with the district's operational needs and budget objectives. This study will focus on the district's paid staff, which currently consists of ten (10) employees.

Services Requested: EVFPD is seeking a consultant to conduct a salary survey and shall provide the following services:

- Review organizational structure, current pay plans, job descriptions, and compensation practices.
- Identify project goals, timeline, and communication expectations.
- Evaluate the District's current compensation structure.
- Analyze market competitiveness.
- Assess internal equity considerations.
- Develop a customized market comparison with comparable Colorado Fire Districts, agencies of similar size, service levels, staffing models, and geographic characteristics.
- Provide written final report with recommendations regarding salary ranges and pay structures, market positioning strategy, and pay adjustments, if warranted.

Guidance Fee Structure & Payment Terms: Proposals shall include a total project fee, hourly rates (if applicable), a description of reimbursable expenses, and any optional services and associated costs. Payment will be made upon completion of services and receipt of an invoice, unless an alternative milestone-based payment schedule is proposed and approved.

RFQ Selection Process Timeline: RFQ issued on June 5, 2026; and quotes must be submitted by June 22, 2026, at 8 am MST. The project kickoff is on June 30, 2026. Any questions must be directed to Rebecca Gelsinger: (970) 577-3681 or rgelsinger@estesvalleyfire.org

RFQ Submission Requirements: Please provide at least three references with similar work with Fire Districts in the past 2 years. Quotes shall be submitted electronically to rgelsinger@estesvalleyfire.org

The District reserves the right to request additional information, conduct interviews, or negotiate scope and fees with the selected consultant.

Disclaimer: This RFQ does not commit the EVFPD to select any firm, award any work order, pay any costs incurred in preparing a response, or procure or contract for any services or supplies. EVFPD reserves the right to accept or reject any or all submittals received, cancel or modify the RFQ in part or in its entirety, or change the RFQ guidelines, when it is in the best interests of EVFPD to do so.

Serving the Residents and Visitors of the Estes Valley with Superior Fire and Safety Services

901 N. SAINT VRAIN AVE. ESTES PARK CO 80517 970-577-0900 FAX 970-577-0923