



## **ESTES VALLEY FIRE PROTECTION DISTRICT**

**PREVENT PREPARE PERFORM**

# **Request for Proposal Station 73 Conceptual Design**

### **Introduction:**

The Estes Valley Fire Protection District (EVFPD) was formed by the voters of the Estes Valley in 2009. Prior to that, and since 1907, the Estes Valley was protected by the Estes Park Volunteer Fire Department, which was a department within the Town of Estes Park government. EVFPD is a combination fire department with 7 full-time employees, and currently 39 volunteers. The EVFPD is responsible for fire protection, prevention, rescue, and emergency services for the 70 square miles located at the eastern entrance to Rocky Mountain National Park (RMNP).

### **Purpose:**

The EVFPD is in the process of Strategic Planning and has identified the need to begin the process of conceptualizing a third fire station, Station 73. The work at this stage is for the purpose of; determining the program elements needed in this proposed building, to be able to forecast the budget needed to implement the concepts described below, and to generate presentation materials for a potential ballot initiative.

### **General Information:**

- EVFPD currently operates two fire stations:
  - Station 71 - Dannels Fire Station, located at 901 N St Vrain Ave
    - Special Use Agreement in place for this station on USBOR land
  - Station 72 – RMNP joint use Station, located at 1600 Mills Dr
    - Intergovernmental Agreement in place for this station, the property and the building are owned by RMNP
- Station 71 general information:
  - Office and space for all 7 full-time employees
  - Meeting room and restrooms for up to 49 people
  - Five drive through bays which currently accommodate eight apparatus, cardio equipment, and firefighter gear racks
  - Workout area in the northeast corner of the building
  - Second floor living quarters on the south end of the building which includes two bedrooms, ¾ bath, kitchen, laundry room, and dining/living area
  - Parking area for staff, volunteer response, and 7 EVFPD support vehicles
- Station 72 general information:
  - Single bay station which houses one apparatus
  - Storage area and workbench for wildland equipment and maintenance
  - Restroom facilities are in the RMNP side of the building and not normally accessible to EVFPD staff

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- Original RFP Document:
  - The EVFPD shall retain the submittals, and all related terms and conditions, exhibits and other attachments, in original form in an archival copy. Any modification of these, in the contractor's submission, is grounds for disqualification.

### **Scope of Work:**

The proposed work will consist of:

- Space needs assessment of existing facilities to evaluate current working conditions and project the needs for future growth, in line with the 2022 Draft Strategic Plan.
  - Station 71 – Dannels Fire Station
  - Station 72 - RMNP Station
- Conceptual design of Station 73 consistent with the 2022 Draft Strategic Plan objectives as identified in programming activities.
  - Conduct a design charrette with staff and/or board members
- Investigate the feasibility of renovation of the south section of Station 71 as one option for improvement and/or change of use.
- Evaluate the possibilities for expansion of our Station 72 in conjunction with the implementation of the 2022 Draft Strategic Plan.
- Rough order of magnitude cost estimates for each of the options described above including cost per square foot estimates for each type of construction recommended.
- Investigate site opportunities in the Estes Valley to establish an estimated cost for land acquisition necessary to accommodate the conceptual design of Station 73.
- Estimate the costs for the design work necessary to complete the development of construction documents for bidding and construction purposes.
- Estimate design, development, and construction timelines for the conceptual design that is developed.
- Present the work product to staff and board members at a to-be-determined meeting.

### **Design Considerations:**

- Station 73, we envision:
  - 3 pull-through bays able to accommodate an aerial apparatus with an estimated length of 45'.
  - Office space to accommodate our projected administrative/prevention staff of 15.
  - Meeting/training space large enough for 75 persons.
  - 10 apartments for volunteer resident program consisting of, 1-bedroom, 1-bathroom units
  - Ideal site development considerations to accommodate the parking and access needs for this size of a facility.

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- Station 71
  - Renovation of the existing space, primarily on the south end, to support the reorganization of this area for Operations staff as our primary response facility.
- Station 72
  - The addition of 2 bays and a small office space to the existing structure to enhance our response capabilities from that Station.
- Details of our existing apparatus, facilities, and staff are available on our robust website.
  - [www.estesvalleyfire.org](http://www.estesvalleyfire.org)

### Deliverables:

- Space needs assessment findings in report format.
- Conceptual design of Station 73 documents to include:
  - Basic building layout after design charrette, including site considerations.
  - Renderings that could be used for educational/promotional purposes as we go to the voters for funding.
- Station 71 reorganization/redesign of the south wing for Operations use.
- Station 72 conceptual design of the addition of two apparatus bays and small office space onto the existing structure.
- Rough order of magnitude estimates for each of the options listed above including land acquisition for Station 73.
- Estimated costs associated with implementation of conceptual designs for each Station which would include design, development, and construction costs broken down into estimated cost per square foot typical for each type of construction.

### Budget Estimate:

- EVFPD has established a not-to-exceed budget for this project of \$80,000.
- The Contractor's bid shall be a detailed quote encompassing all items detailed in the Scope of Work section of this document.
- Proposing Contractor's should also submit their detailed Fee Schedule for the services provided by their firm.

### Site Visit:

An optional site visit will be scheduled to allow the bidding contractors to see existing conditions and tour the facilities. While this site visit is not mandatory it is highly encouraged. The schedule for the Site Visit is in the Schedule of Events section of this document.

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**Schedule of Events:**

Activity	Date	Comments
RFP Distributed/Published	July 1, 2022	July 8, 2022 Newspaper
Optional Site Visit	July 14, 2022	2:00pm
RFP Questions Due	July 18, 2022	5:00pm
RFP Questions Answered	July 22, 2022	5:00pm
RFP Submission Deadline/Bid Opening	August 4, 2022	11:00am
Notice of Award	August 5, 2022	
Notice to Proceed*	August 8, 2022	
Commencement of Work	August 9, 2022	
Design Charrette	TBD	
Presentation to Staff/Board	TBD	Options: Oct. 12, 16, Nov. 9
Project Deadline	November 1, 2022	All deliverables

\*Pending Contractor's submission of Executed Contract and Certificate of Insurance

**EVFPD Contact Person:**

Please direct written inquiries (email preferred) concerning the nature of the RFP to the following Project Manager:

Estes Valley Fire Protection District  
Attn: Jon Landkamer  
Division Chief of Support Services  
901 N. St. Vrain Ave.  
Estes Park, CO 80517  
[jlandkamer@estesvalleyfire.org](mailto:jlandkamer@estesvalleyfire.org)  
(970)577-0900 main  
(970)577-3689 direct  
(970)556-6115 mobile

**Information Required from Contractor:**

Required proposal elements:

- Executive summary of the proposal.
- The contractor's qualifications and experience in providing professional services in public safety building development and design.
- Statement of understanding, showing familiarity with the Scope of Work, including the schedule.
- Three references of past clients with similar public safety projects.

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- Name of the person who will act as the primary contact person for the contractor's team, including, email, phone, and cell phone contact information.
- The successful proposer must be capable of providing adequate, knowledgeable personnel to fulfill the requirements of the proposed agreement.

### **Proposal Submission Information:**

Electronic submission will be accepted and must be received on or before 11:00am, August 4, 2022, to the email address listed below. Hard-copy proposals are not required but will be accepted at the mailing address listed below and must be accompanied by an electronic version on a USB storage device.

Estes Valley Fire Protection District  
Attn: Station 73 RFP  
901 N. St. Vrain Ave. (mail)  
Estes Park, CO 80517  
[info@estesvalleyfire.org](mailto:info@estesvalleyfire.org) (email)

**LATE PROPOSALS WILL NOT BE ACCEPTED OR CONSIDERED.**

### **Evaluation/Selection Information:**

- An evaluation/selection committee will be established by EVFPD and this group will evaluate all of the proposals relative to the Information Required from Contractor section of this document and the quality of the proposal.
- EVFPD reserves the right to interview proposing contractors if it is determined that this will be necessary for selection of a contractor.

### **Attachments:**

2022 Draft Strategic Plan Presentation Materials  
1996 Station 71, Dannels Fire Station As-builts (as-built documents do not reflect internal changes made recently to add office space)

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