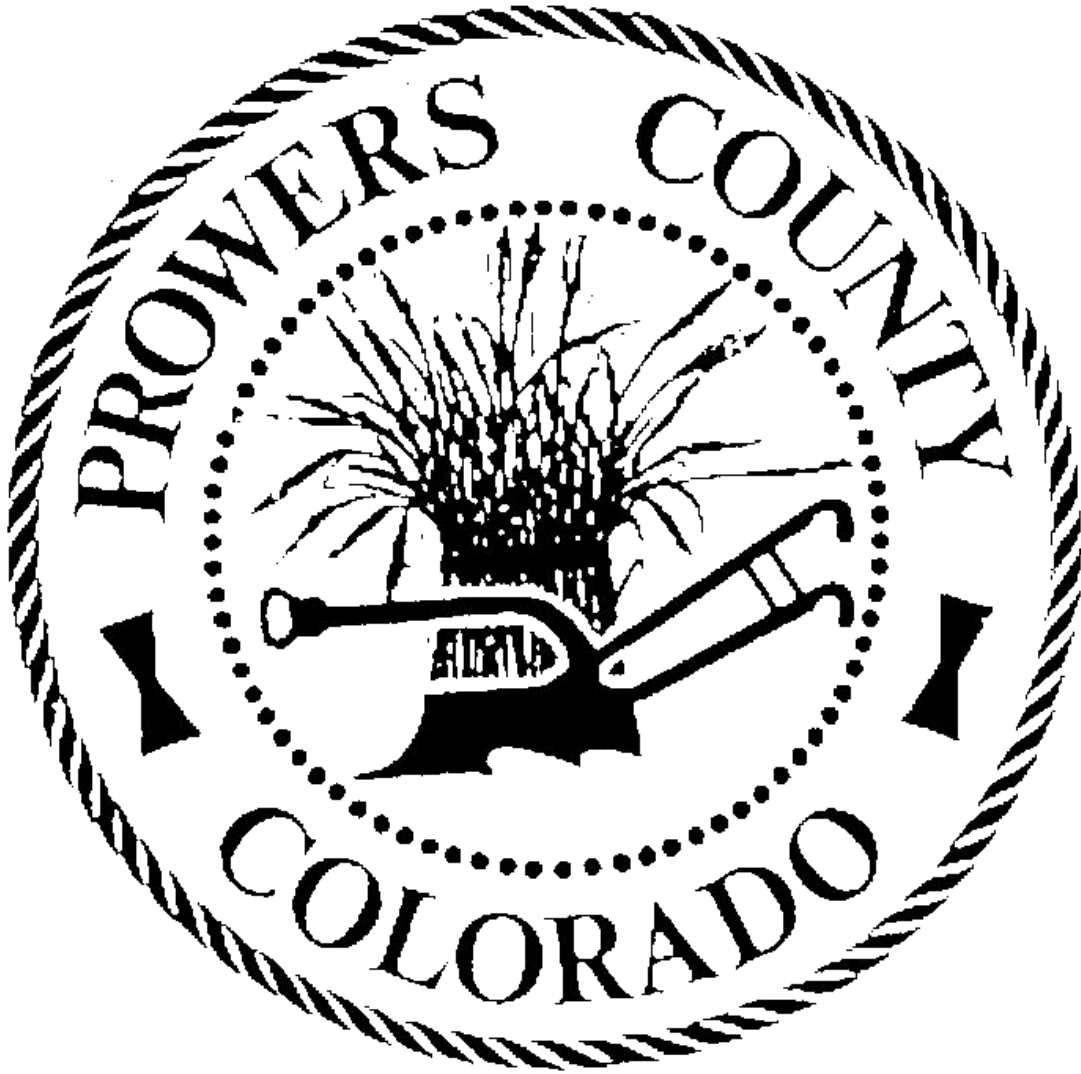


REQUEST FOR PROPOSALS

**Prowers County Rural Fire Station
March 2024**



Proposals Due: Friday March 22 by 4:00 pm MST

**Prowers County Administration Office
301 South Main Street, Suite #215
Lamar, CO 81052**

1. General Information

a. Community Background

Prowers County is located in the southeastern corner of Colorado, adjacent to the Kansas border in the east. The county comprises five incorporated communities: the City of Lamar, the largest community and County seat, and the towns of Wiley, Granada, Hartman, and Holly. Prowers County has 12,000 residents and a long history of agricultural production, both farming and ranching, and still relies heavily on that industry for its economic development. Prowers County currently employs over 250 people, making it one of the largest employers in the County.

b. Summary of Request

Prowers County is seeking to enter into a professional services contract with an experienced General Contractor to construct a new Prowers County Rural Fire Station south of the City of Lamar.

Prowers County will select a contractor, and then utilize that contractor's proposal to secure grant funding before starting construction later in 2024 or early 2025.

c. Submission Information and Deadlines

i. Submission Format

1. The preferred method of submission is electronic.
2. Submit one electronic file (.pdf file format preferred) via email to Prowers County Administration at:
ctyadmin@prowerscounty.net
3. The subject line of the submission must say "PC Fire Station Proposal: [*Vendor Name*]"
4. Prowers County can only accept attachments up to 12 MB in size.
5. All proposals must have a signature or e-signature. Unsigned proposals will not be considered.
6. To ask any questions regarding the RFP requirements, the applicant may contact:

Mark Westhoff, Prowers County Administrator
mwesthoff@prowerscounty.net (719) 336-8025 before
March 22, 2024 at 4:00 pm MST.

ii. Submission Requirements

Every proposal submission must contain the following:

1. Cost proposal including:
 - a. All costs for construction, including labor, materials, and subcontractors needed to complete the project.
 - b. 20% contingency to account for increased costs from date of proposal to start of construction
 - c. Signed exhibits

iii. Submission Deadline

1. Proposals will be received by:
March 22 , 2024 at 4:00 pm MST
2. Late proposals will not be accepted.

iv. Conditions

1. As stated above, the proposal **must be signed or e-signed** by an authorized official or representative of the applicant's firm or organization.
2. No proposal will be accepted if the terms and conditions in this RFP are not met in their entirety by the applicant.
3. One proposal will be accepted from any person, firm, corporation, or organization.
4. All costs incurred in the preparation of the proposal will be borne exclusively by the applicant.
5. Any known conflicts of interest, whether real or perceived, by the applicant should be fully disclosed and explained on the Acceptance of Conditions/Conflicts Disclosure Exhibit below. If any conflicts of interest, whether real or perceived, become known to the

- applicant at any point after submission of the proposal, the applicant will disclose those conflicts immediately.
6. Prowers County reserves the right to waive informalities and reject any proposal, or any part of any proposal and to award a contract to the applicant deemed in the best interest of the County.
 7. Prowers County reserves the right to negotiate the final terms of the agreement with the selected applicant, even if those terms vary from those found in this document.

2. Scope of Work

a. Prowers County Rural Fire Station Requirements

Reference Exhibit 3 for proposed exterior and interior layout. These are meant for general planning purposes only and are not the final design.

- i. 90' x 110' x 16' metal building
- ii. 11- framed window opening and windows
- iii. 4- framed exterior door openings and doors
- iv. 5- 16' x 14' framed openings with insulated overhead doors and operators
- v. Roof and exterior wall insulation
- vi. Concrete foundation plus 30' x 75' driveway, 30' x 20' driveway, and 190' of sidewalk around the building
- vii. Utility Connections to City of Lamar water, sewer, and electric
- viii. Interior finish work and fittings per the attached layout, including:
 1. Two offices, file room, training/public meeting room, conference room, fitness room, mens and womens bathrooms and showers, mens and womens bunk rooms, kitchen and break room, tool/compressor/mechanical room.

3. Scoring and Evaluation of Proposals

The Board of County Commissioners will review the Proposals and briefly discuss them in a public meeting, as outlined in the schedule.

The Board of County Commissioners will then either make the Final Selection in the same public meeting or table the decision until a later date.

4. Exhibits

- a. Exhibit 1 - Prowers County Competitive Bid Form
- b. Exhibit 2 - Acceptance of Conditions/Conflicts Disclosure
- c. Exhibit 3 - Proposed sample layout of building

EXHIBIT 1



PROWERS COUNTY
ADMINISTRATION OFFICE
301 SOUTH MAIN STREET, SUITE 215
LAMAR, COLORADO 81052-2857
(719) 336-8025 FAX: (719) 336-2255

COMPETITIVE BID (CB) FORM

<i>Yellow areas to be completed by Prowers County</i>			
Department:	Administration	*Bid Closing Date:	03/22/2024
Bid Project Name:	PC Rural Fire Station	*Bid Closing Time MDT:	4:00 pm
CONTACT INFORMATION			
Name:	Mark Westhoff	Phone:	(719) 336-8025
Fax:		Email:	ctyadmin@prowerscounty.net
BRIEF BID DESCRIPTION: <i>See any additional information on page 2</i>		BID OPENING DATE:	
Prowers County Rural Fire Station construction		Prowers County BOCC Meeting TBD Date	
Posted:			
<input checked="" type="checkbox"/> Prowers County Website <input checked="" type="checkbox"/> Prowers Journal		<input type="checkbox"/> Lamar Ledger <input type="checkbox"/> Other: _____	

Instructions:

- Bids should be submitted to the **County Administration Office** by the time and date specified above.
- Bids should be clearly marked with **Bid Project Name** specified above.
- Faxed or e-mailed bids are acceptable. FAX: 719-336-2255 E-MAIL: ctyadmin@prowerscounty.net
- The vendor should provide the information below.

VENDOR INFORMATION	
Company Name:	_____
Address:	_____
City:	_____ State: _____ ZIP: _____
Telephone:	_____ Fax: _____
E-Mail:	_____
Signature: _____	
Printed Name: _____	Title: _____

ITEM SPECIFICATIONS or SCOPE OF WORK

See Full Request for Proposals

Vendor Checklist

- ☐ Complete and sign page 1 of CB form and return with bid documents.
- ☐ Provide Proof of Workers' Compensation Insurance (if applicable).
- ☐ Provide Proof of Liability Insurance Coverage/Bonding (if applicable).

Terms and Conditions

1. All bids are subject to final approval in writing by Prowers County.
2. Prowers County reserves the right to revise, amend or waive bid requirements, and may require a written contract with the Vendor.
3. Prowers County has approved a bid policy which allows for a preference to Vendors located in Prowers County not to exceed 5%. Therefore, the lowest bidder may or may not be awarded a contract in the sole discretion of Prowers County.
4. Any dispute with a Vendor shall be resolved by the Prowers County, Colorado County Court or District Court sitting without jury in Lamar, Colorado.
5. Prowers County reserves the right to reject any and all bids, and may require additional information from any Vendor concerning the bid project.

EXHIBIT 2

ACCEPTANCE OF CONDITIONS/CONFLICTS DISCLOSURE

No employee, elected official, or appointed board member of Prowers County, or any such person's spouse or dependent child has an existing or pending, direct or indirect, financial, ownership or personal interest in the applicant, or applicant's sub consultants, of this Request for Proposal, except as detailed below:

I hereby agree to all instructions, terms and conditions contained in this Request for Proposal:

Applicant Firm:

Address

Phone number and email address

Printed name and Title

Signature and Date

EXHIBIT 3

