

# **REQUEST FOR PROPOSAL**

## **ARVADA FIRE PROTECTION DISTRICT FACILITIES CONDITION ASSESSMENT**

**January 3, 2023**

## **SECTION 1 – Introduction**

The Arvada Fire Protection District (Arvada Fire/district) is a political subdivision of the State of Colorado. Arvada Fire maintains nine active fire stations, throughout approximately 43 square miles in the City of Arvada, the northern portion of the City of Wheat Ridge, and portions of unincorporated Jefferson County.

Arvada Fire has nearly 200 employees who serve approximately 133,000 citizens. We proudly serve our citizens and each other with dedication, integrity, dependability, courage, and respect.

Arvada Fire is internationally accredited by the Commission on Fire Accreditation International (CFAI) and has been awarded a Class 1 Public Protection Classification (PPC) from the Insurance Services Office (ISO).

Arvada Fire is a special district formed in 1949 and governed by a five-member board of directors elected by voters.

## **Proposal Requested**

The Arvada Fire Protection District (Arvada Fire/district) is soliciting proposals from qualified consulting firms or teams to conduct a facilities condition assessment for all district-owned facilities.

## **Project Background**

The goal of this assessment is to identify not only the current state of the 16 district-owned facilities, but also operations and maintenance funding levels that promote effectiveness and efficiency regarding these facilities and assets, stewardship of public resources, and adaptability to future challenges. The goals of the assessment are to acquire a detailed facility condition assessment (FCA), inventory and analysis of facilities and miscellaneous structures totaling approximately 132,600 square feet of district-owned facilities, identification of current facility condition deficiencies, recommended corrections for deficiencies, and cost estimates for corrections and forecasting future capital renewal cost.

The district seeks to understand:

- (1) the general condition of all buildings and major components;
- (2) the annual operational maintenance costs needed for each building; and
- (3) the timing and cost of future building component maintenance and/or replacement.

## **SECTION 2-Timeline**

**Timeline Modification:** Arvada Fire reserves the right to modify this timeline at any time. Changes will be posted on the Arvada Fire website as soon as information becomes available. All times listed are Mountain Standard Time (MST).

<b>Timeline</b>	<b>Date</b>	<b>Time</b>
<b>Issue Date</b>	January 3, 2023	4:00pm
<b>Deadline for written questions</b>	January 17, 2023	4:00pm
<b>Proposal question responses emailed</b>	January 24, 2023	4:00pm
<b>Request for Proposals Due</b>	January 31, 2023	4:00pm
<b>Target Award Date</b>	February 7, 2023	4:00pm

## **SECTION 3-Scope of Project**

Through this assessment, Arvada Fire will be provided detailed inspections and assessments of all facilities as specified by architectural, engineering, or other equivalent professionals. The intent is to produce an accurate analysis that identifies visible and discernable components and elements requiring maintenance or other planned action(s). The assessment will include existing 16 facilities at 13 sites (summary list is attached).

The selected firm will provide a licensed engineer or architect to lead the assessment who will be the point of contact for the project. Field assessor should have a minimum of 5 years of experience performing FCAs and strategic type assessments.

Facilities may be added or removed during the scoping phase. The phases below are identified to assist the consultants in understanding what Arvada Fire is trying to accomplish and is provided for the consultant’s information in preparing proposals for review. Please note the exact scope of work will likely vary from what is shown below.

The facility assessment is anticipated to consist of the following phases:

- **Phase I** Facility Assessment Planning
- **Phase II** On-Site Facility Condition Assessment
- **Phase III** Analysis of Facility Conditions Assessment Information
- **Phase IV** Facility Condition Assessment Report Preparation

### **Phase I - Facility Assessment Planning**

Review current asset information and establish access protocol and scheduling for the project. The consultant will provide a project memorandum for review and approval by the project manager which briefly explains the purpose for the assessment, what is to be included in the assessment, and a proposed schedule.

### **Phase II - On-Site Facility Condition Assessment**

Conduct a detailed on-site condition assessment for each facility in the district’s portfolio. The assessment should be structured and include all necessary information to assign a standard building system classification. The on-site assessment will include entering accessible crawl spaces and attic spaces. The on-site assessment will be performed using both component-level and system-level inspection methods. The assessment team will evaluate each asset to determine whether sufficient evidence is available to warrant complete replacement of the asset or if repairing only portions of the system is preferable or more cost effective.

The following minimum assessments will be accomplished:

- A.** Each building system will be evaluated based on condition, age, criticality, deficiencies, effective useful life, and remaining useful life.
- B.** Identify all maintenance, repair, and replacement requirements including potential energy efficiency opportunities to enhance operations.
- C.** Recommend upgrades and improvements where applicable, considering efficiency and environmental improvements. Potential return on investment should be included in the recommendation.
- D.** To the extent possible, gather key data into a spreadsheet from major MEP system equipment tags including equipment type, location, manufacturer, model number, serial number, date of manufacture, nominal capacity (i.e., Btu/hr, hp, tonnage, etc.), and estimated remaining life.
- E.** Assess real property such as buildings, structures, and utilities and their integral components/systems. Copies of the building floor plans, maintenance history, and current deficiency records will be made provided to the consultant, when available.
- F.** Perform a thorough visual assessment of all architectural, civil/structural, mechanical, electrical, fire, plumbing, and sewer components/systems of each facility.
- G.** Identify and report all civil, structural, roof, mechanical, and electrical deficiencies and recommend upgrades/improvements.
- H.** Uniformat level coding for the asset data that is captured in the field (equipment and building systems).

The facility condition assessment will provide a complete inventory of and will focus on the following property elements:

- HVAC
- Building security
- Building substructure – foundations, basements, tunnels
- Building envelope – exterior siding, windows, store front, exterior doors, roofs, etc.
- Interior construction – walls, doors, flooring, visible structural components, ceilings, ceiling systems, stairs/stairwells, lofts
- Interior finishes
- Lighting
- Health/fire/life safety systems – emergency egress lighting, fire suppression, and smoke and carbon monoxide detection
- Accessibility – ADA requirements and any necessary improvements
- Plumbing
- Building electrical and service distribution
- Site electrical and service distribution
- Special electrical systems and emergency power (i.e., solar, generators, etc.)
- Parking lots, sidewalks, and exterior lighting
- Facility-specific water (not irrigation) and sanitary (including any lift stations, pumps, etc.)

Control systems maintainable equipment includes, but is not limited to, the following: building and HVAC controls, boilers, chillers, cooling towers, ducts, lighting, package HVAC units, major exhaust equipment, hot water heaters, air handling units and controls, commercial overhead doors/sliders, security alarm systems and duress equipment, compressors/refrigeration, fire alarms and pumps, and electrical service equipment.

### **Phase III - Analysis of Facility Conditions Assessment**

The consultant shall evaluate, analyze, and provide projections for the following areas:

- A.** Deficiency costs summarized by building system across all facilities
- B.** Deficiency costs summarized by priority across all facilities
- C.** Deficiency costs summarized by category type across facilities
- D.** Costing of deficiencies and capital expenditures, RSMeans with appropriate cost factors
- E.** Calculate and provide annual operating and maintenance funding needed by building across facilities

The consultant shall develop a five-year prioritized capital improvement plan, which is a schedule of all capital expenditures and actions required to maintain and repair facilities, including projects developed during the analysis of facility condition information, unconstrained by available funding limitations.

The consultant shall utilize a life cycle analysis for component renewal and provide all related costs. Building components will be evaluated based on their individual life cycles, determined by an evaluation of the age. The renewal cost for the components will be computed and identified by renewal year with appropriate inflationary factors. The consultant will report the life cycle costs at the component level and building level and will provide a total for the district's portfolio.

### **Phase IV - Facility Condition Assessment Report Preparation**

Using the data collected during the on-site facility condition assessment and analysis phase, the consultant shall provide a separate comprehensive condition assessment report for each facility and provide a cost table for each facility including contingencies, soft and hard project costs, architect fees, permit fees, etc. Submittals of all equipment data shall be provided in Excel format.

## **SECTION 4-Submittals**

The district intends to select a consultant in February 2023, and have the project start shortly thereafter. With a goal of utilizing the assessment to adjust and identify projects for the 2024 Capital Improvement Plan (CIP) budgeting process, the district would like the completed assessment by September 2023; however, the consultants should provide a recommended timeline based on their experience with comparable projects. The consultant, in their response, should identify their approach and plan to provide as much information as possible to the district in advance of their CIP budgeting process.

Questions regarding this RFP should be submitted via email to [kevin.ferry@arvadafireco.gov](mailto:kevin.ferry@arvadafireco.gov). Arvada Fire will attempt to answer all relevant questions submitted to this email address prior to

the question deadline listed in the timeline above. All such addenda issued by Arvada Fire prior to the time that proposals are received shall be considered part of this RFP. It shall be the bidder's responsibility to view all documents posted in the Request for Proposal section at <https://www.arvadafireco.gov/164/District-Documents>.

Submittals will be evaluated and ranked based on the following criteria:

- A.** Team experience (they must be available and participating in the project) with facility condition assessments, familiarity with typical building design and operations including HVAC, plumbing, and other major cost centers, facility restoration, applicable permitting, and construction or facility management
- B.** Cost for the Facilities Condition Assessment and all related work
- C.** Approach to project, including any potential suggestions or changes to the phased work program provided herein, or alternative methods that can be used to accomplish Arvada Fire's goals
- D.** Familiarity with relevant codes and standards and how they will apply to this scope, including impacts on timing and costs of completing replacements and repairs.
- E.** Ability to meet schedule and additional information that makes your team the right selection for this project.

Submittals should also include and/or address the following information:

**A. Firm Overview**

Full name and address of the firm with a short description of the firm.

Include a description of the following:

- Business organization
- Year established
- Location and address of the firm's office that will provide the services requested
- A list of the firm's primary services
- A list of similar projects completed by the firm

**B. References**

RFP reviewers may solicit references from some or all client contacts provided with previous experience examples above. Please include 3 references. If available, please submit an example plan via PDF format on a thumb drive completed for another client that would be representative of the work being requested.

**C. Compensation/Fees**

Identify all costs including expenses to be charged for performing the services necessary to accomplish the objectives of the contract. The respondent is to submit a fully detailed budget including staff costs and any expenses necessary to accomplish the tasks and to produce the deliverables under the contract. Costs for subcontractors are to be broken out separately.

**D. Conflicts of Interest**

Disclose any conflicts or perceived conflicts of interest. Identify what procedures your firm utilizes to identify and resolve conflicts of interest.

**E. Insurance Requirements**

A certificate of liability insurance compliant with the insurance requirements attached hereto as Exhibit A.

Consultants are required to submit their statements in the format and order of the above listed evaluation criteria. A cover letter may be included and [resumes](#), or bios of team members should be included.

## **SECTION 4-Selection Criteria**

Proposals will be evaluated to identify the best value for Arvada Fire. Proposals will be reviewed by an internal committee where quotes will be evaluated. Proposing bidders may be asked to participate in an interview to further discuss qualifications and to answer questions from the committee. The evaluation process is designed to award this procurement not necessarily to the respondent of least cost. The proposal will be awarded to the responsible, responsive firm whose quote, conforming to this solicitation, will be most advantageous to the district, price and other factors considered.

The district reserves the right to accept or reject any or all quotes, in part or whole, and to waive informalities and minor irregularities in bids received.

Arvada Fire makes no guarantee that an award will be made as a result of this RFP and reserves the right to accept or reject any or all proposals, waive any formalities or technical inconsistencies, or delete any item/requirements from this RFP or resulting contract when deemed to be in Arvada Fire's best interest.

Representations made within the proposal will be binding on the bidder. Failure to comply with the requirements contained in this RFP will result in the rejection of your proposal.

Bidder recognizes and understands that any costs incurred by the bidder from submitting a response to this RFP are the responsibility of the bidder.

*Note: Criteria may be modified in subsequent addenda. Arvada Fire is not bound to accept the lowest priced proposal if that proposal is not the best value for Arvada Fire in its sole discretion. Submission of a proposal indicates bidder's acceptance of the evaluation technique and recognition that some subjective judgments must be made by Arvada Fire during the selection process.*

## **SECTION 5-RFP Terms and Conditions**

### **Submittal Instructions**

All submittals must adhere to the instructions provided above to be considered.

### **Proprietary Information**

It is understood that Arvada Fire is a political subdivision of the State of Colorado and, as such, is subject to the Colorado Open Records Act, CRS §§ 24-72-101 et. seq. ("CORA"). Except as otherwise agreed prior to the award or finalization of any vendor transaction, Arvada Fire shall provide upon request by any third party all information pertaining to such transaction which must be disclosed pursuant to CORA, and Arvada Fire's obligations under CORA supersede its obligations under any agreement, contract, purchase order, or negotiated transaction. Please

contact Arvada Fire if you feel you need to submit confidential information, or clearly mark all information which you consider proprietary and/or confidential.

### **Refusal**

Arvada Fire reserves the right to refuse any and/or all proposals or any part thereof.

### **Withdrawal of Proposal**

You may withdraw your proposal at any time prior to the date and time set for closing.

### **Discussions/Negotiations**

Arvada Fire reserves the right to contact any bidder for clarification of information submitted; Arvada Fire reserves the right to conduct discussions with bidders, to accept or not accept revisions of proposals, and to negotiate any point in the proposal or the subsequent contract at the sole discretion of the Fire Chief and/or District Board.

### **Award**

Awards shall be made to any or all responsible bidders whose submittals are determined to be advantageous to Arvada Fire based on the evaluation factors described above. Price, although a consideration, will not be the sole determining factor. Arvada Fire reserves the right to ask for the “Best and Final Offer” from any or all bidders.

### **Pre-Award Presentations**

Arvada Fire reserves the right to require presentations from the highest-ranking bidders, in which they may be asked to provide additional information and answer questions.

### **Contract**

The successful bidder is expected to enter a contract with Arvada Fire that includes terms and conditions acceptable to Arvada Fire. If Arvada Fire cannot reach an agreement with the successful bidder on a contract form acceptable to Arvada Fire, then Arvada Fire may terminate negotiations with the successful bidder and either enter negotiations with another qualified bidder or issue a new RFP, in Arvada Fire’s sole discretion. The contract shall be construed in accordance with the laws of the State of Colorado. In the event any dispute arises hereunder, the venue for any legal proceedings shall be in Jefferson County, Colorado, and bidder hereby submits and agrees to the jurisdiction of the courts therein.

### **Indemnification**

Successful bidder shall indemnify and save Arvada Fire harmless from any and all claims, demands, suits, and actions which may arise from errors or omissions caused by the bidder in conjunction with its contractual obligations including, but not limited to, obligations for the preparation of any and all documents required by Arvada Fire in conjunction therewith, and shall defend all suits, in the name of Arvada Fire when applicable, and shall pay all costs and judgments which may issue thereon.



## **Insurance**

If there are any changes between the bid submission and the execution of the contract, the successful bidder shall have their insurance company send Arvada Fire a certificate of liability insurance compliant with the insurance requirements attached hereto as Exhibit A.

## **SECTION 6-Warranties, Representations, and Acknowledgments of Bidder**

- A. By submitting a proposal, Bidder acknowledges and agrees that (1) this RFP is a solicitation for proposal and is not a contract or an offer to contract, and (2) the submission of a proposal by Bidder in response to this RFP will not create a contract between Arvada Fire and Bidder.
- B. By submitting a proposal, Bidder offers and agrees to furnish to Arvada Fire the products and/or services described in its proposal, at the prices quoted in the proposal, and to comply with all terms, conditions, and requirements set forth in the RFP documents and contained herein.
- C. By submitting a proposal, Bidder represents and warrants that (1) Bidder is a reputable company regularly engaged in providing products and/or services necessary to meet the terms, conditions, and requirements of the RFP; (2) Bidder has the necessary experience, knowledge, abilities, skills, and resources to satisfactorily perform the terms, conditions, and requirements of the RFP; (3) Bidder is aware of, is fully informed about, and is in full compliance with all applicable federal, state, and local laws, rules, regulations, and ordinances; (4) Bidder understands the requirements and specifications set forth in this RFP and the terms and conditions set forth; and (5) all statements, information, and representations prepared and submitted in response to this RFP are current, complete, true, and accurate.

Bidder acknowledges that Arvada Fire will rely on such statements, information, and representations in selecting the successful bidder. If selected by Arvada Fire as the successful bidder, Bidder will notify Arvada Fire immediately of any material change in any matters regarding which Bidder has made a statement or representation or provided information.

## **Exhibit A**

### **Arvada Fire Protection District**

All vendors/companies/groups (herein referred to as “Vendor”) providing services to or doing business with Arvada Fire Protection District (Arvada Fire) must maintain the following types of insurance with minimum limits of liability as stated below for the duration of the contract. Please send these requirements to your insurance agent or broker and have them provide a compliant Certificate of Liability Insurance (preferably a standard Acord form) to Arvada Fire.

Certificates of Liability Insurance evidencing the coverage, limits and endorsements outlined below must be issued by the insurance agent or carrier at least (5) working days prior to contract execution or work commencing.

**Note:** Additional coverage may be required dependent upon the nature and scope of services provided and/or work performed. Requests for exceptions to these requirements must be discussed with and approved by Arvada Fire *prior* to contract execution or work commencing.

#### **Coverage Minimum Limit**

##### **Commercial General Liability (CGL) \$1,000,000 Occurrence/\$2,000,000 aggregate \$2,000,000 Products / Completed Operations aggregate**

The Vendor shall maintain CGL coverage for itself and all additional insureds for the duration of the services performed for Arvada Fire and maintain Completed Operations coverage required herein in full force and effect until the expiration of any applicable statutes of limitations. Arvada Fire, a political subdivision of the State of Colorado and its affiliates shall be listed as an additional insured, including without limitation for Ongoing Operations and Products and Completed Operations. The insurance shall include a provision that such insurance afforded by the policy for the benefit of the additional insureds shall be primary and non-contributory to any insurance or self-insurance maintained by the additional insureds. In addition, a Waiver of Subrogation shall be issued in favor of Arvada Fire.

##### **Automobile Liability Combined Single-Limit \$1,000,000**

Vendor shall ensure automobile liability is in force as required by state law for all vehicles used in performing services for Arvada Fire. Arvada Fire shall be listed as an additional insureds for this policy.

##### **Workers’ Compensation Statutory Limits (\$100,000/\$500,000/\$100,000)**

Vendor shall maintain the coverage required by the state for Workers’ Compensation / Employer’s Liability insurance. The policy shall contain a Waiver of Subrogation in favor of Arvada Fire. If vendor is not required by the state to carry Workers’ Compensation / Employer’s Liability insurance and officers have rejected coverage, vendor is required to complete a Declaration of Independent Contractor Status form.

**Additional Provisions**

Arvada Fire requires insurance carriers be licensed to conduct business in the State of Colorado and a minimum A.M. Best Rating of A-.

Vendor shall require in all Vendor's subcontracts, if any, the same limits and coverage required herein.

Each insurance policy shall state that Arvada Fire will receive thirty (30) days prior written notice of any cancellation, non-renewal, or material alteration of the vendor's insurance policies. Renewal certificates should be automatically sent to Arvada Fire.

**Certificate Holder:** Arvada Fire Protection District  
7903 Allison Way  
Arvada, CO 80005