

REQUEST FOR PROPOSALS

For
Training Center Bldg. C HVAC Upgrade
For the

North Metro Fire Rescue District
Broomfield, CO
March 11, 2025



NORTH METRO FIRE RESCUE DISTRICT
101 SPADER WAY
BROOMFIELD, CO 80020
303-452-9910

REQUEST FOR PROPOSALS
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Training Center Bldg. C HVAC upgrade

The North Metro Fire Rescue District is seeking proposals (“Proposal(s)”) from qualified companies or firms (“Provider(s)”) to update and or replace AHU units located at North Metro Fire Rescue training center classroom. 1006 Weld County Rd. 11, Northglenn, CO.(“Project”).

I. BACKGROUND

The North Metro Fire Rescue District (“District”) is a political subdivision of the State of Colorado. The District protects its citizens and their property as an all-hazard emergency response agency, providing fire suppression, emergency medical services, patient transportation, hazardous materials response, technical rescues and wildland firefighting. The District operates seven active fire stations that cover 60 square miles and provides emergency services to approximately 123,000 residents, including the City and County of Broomfield, the City of Northglenn, and unincorporated areas of Boulder, Adams, Weld, and Jefferson Counties. For more information about the District, please visit the District’s website: www.northmetrofire.org.

II. SUBMISSION DEADLINE, QUESTION DEADLINE, AND EVALUATION PROCESS

Proposals must be submitted by mail to the District’s Headquarters located at 101 Spader Way, Broomfield, Colorado 80020 or e-mail to Deputy Chief David Anderson (“Chief Anderson”) at danderson@northmetrofire.org. Telephone, facsimile, and hand delivered proposals will not be accepted. Proposals must be received at District Headquarters prior to 4:00 p.m. (MST) on Tuesday, April 1, 2025 (“Submission Deadline”). A Proposal received after the Submission Deadline will not be considered. A prospective Provider submitting a Proposal by email is responsible for contacting Chief Anderson at (303) 252-3002 to confirm his receipt of the Proposal before the Submission Deadline.

All questions regarding this Request for Proposals (“RFP”) must be in writing and emailed to Chief Anderson (danderson@northmetrofire.org) prior to 9:00 a.m. (MST) on Monday, March 31, 2025 (“Question Deadline”). Questions submitted after the Question Deadline will not be considered or responded to. Based on the questions received before the Question Deadline, the District may issue one or more Addendums to this RFP.

The District has no express or implied obligation to reimburse any prospective Provider, or any other person or entity, for any expense incurred in preparing or submitting a Proposal in response to this RFP. Providers are solely responsible for such expenses.

During the evaluation process, the District has the right, where it may serve the best interests of the District, to request additional information or clarifications from one or more of the prospective Providers, or to allow corrections of errors or omissions. At the District’s discretion, prospective Providers may be requested to make verbal presentations as part of the evaluation process.

REQUEST FOR PROPOSALS
North Metro Fire Rescue District
Training Center Bldg. C HVAC upgrade

All Proposals submitted shall become District property and the District may use any ideas in a Proposal regardless of whether that Proposal is selected. Proposals will constitute public records within the meaning of the Colorado Public (Open) Records Act, C.R.S. 24-72-101, *et seq.* If a prospective Provider considers any part of its Proposal to be a trade secret, privileged information, or confidential commercial or financial data within the meaning of C.R.S. 24-72-204(3)(a)(IV), it must separate such information from the rest of the Proposal and clearly mark it as “Confidential and Proprietary”.

Submission of a Proposal constitutes a prospective Provider’s acceptance of the terms and conditions contained in this RFP, unless clearly and specifically noted in its Proposal and set forth in a modified AIA Owner-Contractor Agreement between the District and the selected Provider (“Contract”). Nothing in this RFP shall be construed to obligate the District to award a Contract to any prospective Provider should the District determine that it is in the best interest of the District not to do so.

III. PROPOSAL INSTRUCTIONS

- A. Authorized Representative.** All Proposals must be signed in black or blue ink by an authorized representative of the prospective Provider who has the legal authority to bind the prospective Provider to the Proposal.
- B. Withdrawal.** Proposals may be withdrawn by providing a written notice of withdrawal by email to Deputy Chief Anderson (danderson@northmetrofire.org) prior to the Submission Deadline. Negligence or mistake on the part of a prospective Provider in preparing a Proposal shall not constitute a basis for withdrawing the Proposal after the Submission Deadline. The District may, in its sole discretion, reject a Proposal that is conditional or qualified in any manner.
- C. Investigation of Qualifications.** The District may make such investigations as it deems appropriate to determine the ability of the prospective Provider to perform the Project. The prospective Provider shall furnish to the District all such information and data for this purpose as the District may request. The District has the right to reject any Proposal if the documents and information submitted by, or investigation of, a prospective Provider fail to satisfy the District that the prospective Provider is properly qualified to carry out the Project work and meet the Provider’s obligations under the Contract.
- D. References.** Prospective Providers shall provide documentation of having performed one or more projects that are similar in scope and nature to the Project. Prospective Providers shall submit references of previous or current similar engagements. Documentation of prior or continuing similar experience must be submitted for a prospective Provider to be considered for award of the Project.
- E. Insurance; Performance and Payment Bond.** The successful Provider shall furnish a

REQUEST FOR PROPOSALS
North Metro Fire Rescue District
Training Center Bldg. C HVAC upgrade

bond(s) with a corporate surety approved by the District and licensed to do business in the State of Colorado covering the Provider's faithful performance of the Project, and its payment of obligations arising under the Project, in an amount not less than 100% of the Contract Sum (as defined in the Contract), as may be adjusted by mutual agreement of the Parties through a written change order.

The Provider shall purchase and maintain the following insurance coverage in full force and effect throughout the duration of the Project:

1. Worker's Compensation Insurance with statutory limits of coverage.
2. Combined Automobile Liability Insurance for personal injury and/or property damage for all vehicles used for the Project, with combined single limit coverage of one million dollars (\$1,000,000) or such greater amount that would fully indemnify the District for payment of such claims.
3. Comprehensive General Liability Insurance shall be in the minimum amount of \$1,000,000.00 single limit per occurrence and \$2,000,000.00 in the aggregate. The insurance shall include the costs of defense, which shall be outside the limits of coverage.

The Combined Automobile Liability Insurance and the Comprehensive General Liability Insurance shall (a) include the "North Metro Fire Rescue District" as an additional insured, (b) provide that the insurance company shall give the District 30 calendar days prior notice if the insurance will be modified or cancelled, and (c) state that the District's insurance is non-contributory.

The selected Provider shall provide the District with a Certificate(s) of Insurance and/or endorsement(s) demonstrating the Provider has obtained the foregoing coverage within 3 business days of the parties signing a Contract.

The Provider shall not be relieved of any liability, claims, demands, or other obligations arising from the Provider's or its sub-contractors' performing the Project by reason of the Provider's failure to procure or maintain the above insurance, or by reason of its failure to procure or maintain insurance in sufficient amounts, durations, or types.

IV. PROPOSAL CONTENT

The Proposal must address all requirements in this RFP. The Proposal should be prepared simply and economically, providing a straightforward, concise description of the prospective Provider's ability to satisfy the requirements of this RFP. While additional data may be presented, the following items must be included:

REQUEST FOR PROPOSALS
North Metro Fire Rescue District
Training Center Bldg. C HVAC upgrade

A. License to Practice in Colorado. An affirmative statement must be included that the Provider and all assigned key professional staff are licensed in Colorado.

B. Prospective Provider Conditions.

1. Only one Proposal will be accepted from any company or firm.
2. No Proposal will be accepted from any Provider that is in arrears of any obligation to the District, or that otherwise may be deemed unresponsive by District staff or Board of Directors.
3. All prices quoted shall remain fixed and committed for a period of ninety (90) days following the opening of the Proposal.
4. The District has the right to reject any Proposal or any part thereof. The District may, in its sole discretion, waive any formalities or informalities contained in any Proposal, and to award the Project to the Provider, if any, the District deems to be in the best interest of the District.
5. The District has the right to negotiate final terms with the selected Provider that may vary from those contained in this RFP.
6. The District will not return a Proposal, or any other information submitted to the District, by a prospective Provider.

C. Scope of Services. Specific responsibilities of the selected Provider will include, but not be limited to, the following:

1. Remove and replace condensing units and 4 AHU's. Update to new refrigeration gas.
2. Ensure proper operation of units after installation. (BAS connection)
3. Service any necessary parts of the heating system while AHU is offline.
4. All permitting and inspections to be included in price.
5. Provide timely billing statements with detailed information that tracks to the bid documentation.

D. Required Information

1. Firm Background

REQUEST FOR PROPOSALS
North Metro Fire Rescue District
Training Center Bldg. C HVAC upgrade

- a. Describe the organization, date founded, and ownership. Specify the number of years the organization has been providing utility construction services.
 - b. Describe any other business affiliations (e.g., subsidiaries, joint ventures, etc.).
 - c. Provide a copy of the organization's most recent audited financial statement.
 - d. Describe all regulatory censures and/or litigation involving the organization during the past ten years.
2. Personnel
- a. Identify the number of professionals employed by the organization, by classification.
 - b. Describe the Project team, including the role they will play, title, experience, and years at the organization. Identify the primary project manager and client contacts.
3. Fees
- a. Include a copy of the organization's fee schedule.
 - i. Indicate whether the schedule includes change order fees.
 - ii. Are there any fees not listed in the schedule? If so, describe them.
4. Reporting
- a. Describe the frequency and format of the written reports your organization would provide to the District and attach sample reports.
 - b. Describe how the organization typically reports performance.

V. PROJECT COST

This is a Guaranteed Maximum Price ("GMP") public works project. A Provider's Proposal shall specifically state the GMP and any alternates to the GMP for the District's consideration.

VI. EXCEPTIONS TO THIS RFP OR THE PROJECT

REQUEST FOR PROPOSALS
North Metro Fire Rescue District
Training Center Bldg. C HVAC upgrade

The Provider specifically agrees to every provision contained in this RFP unless the Provider's exceptions are specifically listed in its Proposal, and unless such exceptions are accepted by the District and expressly incorporated into the written contract between the parties. All Provider exceptions to this RFP shall be listed on a separate page specifically identified as exceptions.

VII. SITE INSPECTION AND REPRESENTATIONS

Before submitting a Proposal, a Provider shall personally inspect the Project site to determine existing conditions. Submission of a Proposal shall constitute conclusive evidence that the Provider has personally inspected the Project site and surrounding areas, and any systems that may impact the Project. No allowance will be made, and no extra consideration will be paid, by reason of additional costs, damages, or other difficulties incurred by the Provider that could have been avoided or reduced had an adequate site inspection been undertaken.

Each Provider, by submitting its Proposal, represents that it has read and understands this RFP and all related documents and is ready, willing, and capable of completing the work specified.