



# **Request for Proposal**

## **2023 Master Plan**

**Issue Date: January 18, 2023**

**Due Date for Proposals: February 14, 2023 at 12:00 pm MST**

**Request for Proposal**

The Evergreen Fire Protection District (EFPD) dba Evergreen Fire/Rescue (EFR) was established in 1950 and is a Special District organized under Colorado Revised Statutes Title 32 to provide fire protection for the unincorporated community of Evergreen. The EFPD is in the foothills west of Denver, Colorado and is 120 (74,254 acres) square miles. It resides within the Bear Creek Basin with an altitude of 7,000 feet to over 11,000 feet in elevation. EFPD has an organizational structure consisting of paid administrative, fire prevention, vehicle and facilities maintenance and emergency medical response teams. The Evergreen Volunteer Fire Department (EVFD), a 501c4 non-profit organization established in 1948, makes up the fire and rescue response team, also supporting emergency medical response.

EFPD has issued this RFP with the intention to solicit submissions from qualified firms to research, and develop a ten year Master Plan. Qualified firms should have experience in developing master plans for fire departments consisting of a volunteer or combination firefighting force and career emergency medical services in unincorporated areas. Proposals must be received by the EFPD Office Manager by 12:00 pm MST on February 14, 2023, to be considered. Proposals may be submitted electronically or by mail. It is the responsibility of the proposer to be certain all documents are received by the EFPD Office Manager prior to the deadline. Late submittals will not be considered.

The project goal is to develop, prepare, and adopt a Master Plan that establishes goals, and articulates the vision for how the EFPD will continue to fulfill its mission of protecting life, property, and the environment through prevention, preparedness, education, and emergency response. The Master Plan will recommend appropriate organizational structure and staffing, guidelines and metrics for meeting safety and response standards, infrastructure changes to address the growing needs and demographics of the community, and provide a framework for accomplishment of these recommendations.

EFPD reserves the right to reject any or all proposals submitted. EFPD reserves the right to waive any formal defects in proposals when deemed in the best interest of the district. EFPD reserves the right to accept a proposal higher in price than the lowest proposal and to negotiate with any respondent concerning matters requiring clarification or conformity not specifically required in this request. Proposals will be evaluated by an EFPD committee with final approval by the EFPD Board of Directors.

All proposals submitted become the property of EFPD upon receipt and will not be returned.

An email should be sent to [chucker@evergreenfirerescue.com](mailto:chucker@evergreenfirerescue.com) to register the intent to participate in the RFP process. Questions about the RFP will be answered by email, compiled from all participants as an addendum, and be provided to all who have expressed interest in the RFP. Addendum will additionally be posted with the RFP on the EFR website, Bidnet Direct, and available at the business office of the EFPD. The question period will close on February 8, 2023, at 4:00 pm MST.

## **Scope of Service**

Proposals for the Master Plan should include the following objectives, which are not necessarily all-inclusive. All proposals should be specific as to inclusions and additional services or expenses that may be expected.

1. Present EFPD position:
  - a. Community expectations and feedback;
  - b. Demographics to include total population and growth, population age groupings and population age trends;
  - c. Review of current Risk Assessment and Strategic Plans;
  - d. Residential and commercial development;
  - e. Organizational structure and capabilities to include Community Risk Reduction, Fire Prevention, emergency response and administrative support;
  - f. Response time evaluation and analysis of data based on nationally recognized guidelines and criteria, including recognized National Fire Protection Association (NFPA) standards, Insurance Services Office (ISO) schedules, any federal and state mandates relative to emergency services, and generally accepted practices within emergency services;
  - g. Station locations, capabilities and call volume;
  - h. Water supply.
2. Recommendations
  - a. Fire and EMS staffing and response;
  - b. Additional stations and general locations, existing station renovations;
  - c. Financial requirements to complete the recommendations.
3. Supporting documentation
  - a. Community engagement meeting results;
  - b. Future trends in call response, community development, community population growth and demographics.

Data and documentation to be supplied by the EFPD will include:

1. Report management System (RMS) data and Computer Aided Dispatch (CAD) data;
2. Previous Master Plan (2001), Strategic Plans, Annual Reports and Risk Assessment;
3. Global Information Systems (GIS) mapping available to the EFPD.

## **Submittal Requirements**

1. A letter of submittal including the name, address, telephone number, and email address for the primary contact of the proposer.
2. The name, address, and telephone number of the corporation that the proposal represents.
3. A work program describing the scope of work to be undertaken.
4. A detailed project timeline within the overall timeframes as provided.

5. A list of services the consultant will provide and the rate for each of these services, including hourly rates for project personnel and estimated travel and incidental costs.
6. The final total cost of the project will be negotiated with the EFPD, once the consultant is selected.
7. A list of similar projects for Fire Departments that provide ambulance service that has been completed by the firm, with a brief description of each project.
8. A list of references with names and telephone numbers of contact persons that the EFPD may contact regarding the firm's past performance, preferably on similar project.

### **Schedule**

RFP Issued: January 18, 2023

Question Period Closes: February 8, 2023

Proposals Due: February 14, 2023

Public Opening of Proposals: February 14, 2023

Review of Proposals: February 15, 2023

Interviews of Short-listed Proposers: February 28, 2023 (If needed)

Notification of Selected "Finalist" RFP Issued: March 1, 2023

Award of Contract: March 1, 2023

### **Terms and Conditions**

EFPD reserves the right to reject any and all proposals, as well as to waive minor irregularities in any proposal. EFPD reserves the right to request clarification of information submitted and to request additional information from the Proposer. EFPD reserves the right to award any contract to the next qualified Proposer if the selected Proposer withdraws or is unable to execute the contract in a reasonable time following award.

Any proposal may be withdrawn prior to the date and time set forth for the proposal submission. EFPD is not responsible for any costs incurred by the Proposer in the preparation of their submittal or of its presentation to the review committee.

### **Contract / Agreement for Services**

The EFPD may not enter in to any contract or agreement for services that exceeds one (1) year in length. The EFPD may accept contracts or agreements that extend annually unless terminated in writing by either party to the contract / agreement.

### **Termination**

Either party may terminate the contract / agreement for services with 90 days written notice.

## **Submission of Proposal**

All proposals must be received by 12:00 pm MST on February 14, 2023, to be considered. Proposals are to be submitted electronically to: [chucker@evergreenfirerescue.com](mailto:chucker@evergreenfirerescue.com).

## **Selection Criteria**

Proposals will be opened in the EFPD offices on February 14, 2023, at 12:00 p m MST located at 1802 Bergen Parkway, Evergreen, Colorado. Proposal review will be conducted by EFPD based on:

- Responsiveness of the proposal as to the purpose and scope of services in the RFP;
- Experience, quality, and history of successful completion of projects of this type, scope, timeline;
- Capacity and capability to perform the services as specified;
- Proposed fees specified in the proposal and total cost;
- References of similar projects.

## **Evergreen Fire Protection District Information**

Evergreen Fire/Rescue  
Attn: Office Manager / Carol Hucker  
1802 Bergen Parkway  
Evergreen, CO 80439  
303.674.3145  
Monday - Friday 8:00 a – 4:30 p  
[chucker@evergreenfirerescue.com](mailto:chucker@evergreenfirerescue.com)