

# Columbia River Fire & Rescue



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## REQUEST FOR PROPOSAL Dorm Remodel

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**Columbia River Fire & Rescue  
270 Columbia Blvd  
St. Helens, OR 97051  
(503) 397-2990**

PROPOSAL DUE DATE AND TIME: 4:00 PM February 29, 2020

COPY OF LEGAL ADVERTISEMENT

COLUMBIA RIVER FIRE & RESCUE  
REQUEST FOR PROPOSALS

TO PROVIDE: Remodel of firefighter sleeping quarters and flooring installation throughout the dayroom.

Notice is hereby given that Columbia River Fire & Rescue is seeking proposals from qualified firms for the remodel of firefighter sleeping quarters and installation of flooring throughout the dayroom area.

The request for proposal document is available from Columbia River Fire & Rescue 270 Columbia Blvd, St. Helens, Oregon 97051, (503) 397-2990 between the hours of 8:00 a.m. and 5:00 p.m. local time as well as the district webpage [www.cfr.com](http://www.cfr.com).

Proposals will be received until, but not after, 4:00 p.m. February 29, 2020 at Columbia River Fire & Rescue Administration Offices 270 Columbia Blvd St. Helens OR 97051. **Proposals that are received after the closing time will not be accepted for any reason and will be returned unopened.** Delivery to an office other than the office identified above is not acceptable.

The District may reject any proposal not in compliance with all prescribed public bidding procedures and requirements and may reject for good cause any or all proposals upon a finding of the District that it is in the public interest to do so.

The Columbia River Fire & Rescue Board of Directors reserves the right to reject any and all proposals and to waive any and all informalities in the best interest of the District.

Columbia River Fire & Rescue is an Equal Employment Opportunity/Affirmative Action employer.

Dated January 30, 2020

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Ian O'Connor  
Division Chief - Safety & Resource Management

SPECIAL INSTRUCTIONS:

PROPOSAL TITLE: Dorm Remodel  
PROPOSAL CLOSING TIME: 4:00 p.m.  
PROPOSAL CLOSING DATE: February 29, 2020

**The proposer is encouraged to confer with the District staff before submitting their proposal. Technical questions regarding this proposal shall be submitted in writing to:**

**Ian O'Connor Division Chief Safety/Resource Management  
270 Columbia Blvd  
St. Helens, OR 97051**

The District will be the sole judge in determining award of the contract and reserves the right to reject all proposals.

**Any objections to or comments upon the RFP specifications must be submitted in writing to Columbia River Fire & Rescue 270 Columbia Blvd. St. Helens OR 97051. They must be received no later than five (5) working days **before** the RFP closing date.**

All proposals shall be submitted on the forms furnished and shall bear the signature of the proposer.

## 1. **BACKGROUND INFORMATION**

The Columbia River Fire & Rescue Fire District operates as a public corporation in the State of Oregon. The fire district serves an area of 185 square miles with a population of about 27,000 covering the City of St. Helens, Rainier, Columbia City and Prescott and the unincorporated areas of Warren and rural Columbia County bordering the south shore of the Columbia River. The area is served by three career staffed stations, five volunteer stations, a training center, maintenance facility and administration offices. There are 36 career firefighters, 4 full time EMS only, 7 office staff, and 6 chief officers. The fire district is in an intergovernmental agreement with Scappoose Fire District to share a fire chief and chief officers. The Fire District is a full-service emergency provider (fire suppression, rescue, transport ambulance). In 2018, Columbia River Fire & Rescue was called to over 5100 alarms. An elected five-member board of directors governs the fire district.

The governing body is given certain powers and authority by the laws of the state. Each member of the governing body is a public official who is charged to act in the best interests of the public they represent. The members are accountable to the public through federal, state, and local laws.

The purpose of this RFP is to obtain a contractor to complete work to improve facilities at the St. Helens Station.

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## 2. **SCOPE OF WORK**

- 2.1. Columbia River Fire & Rescue is interested in obtaining the services of a contractor to remodel firefighter sleeping quarters at the St. Helens Fire Station. The current sleeping quarters is an open design with 10 beds, lockers and curtain system for individual bunk privacy in a 20' x 33' room (660 square feet). The contractor will install walls including but not limited to, all finish work including paint and trim; new flooring; provide for updated electrical work; fire sprinkler relocation; light fixture and switch relocation; permits; heat duct and register relocation and any other work as determined necessary by the fire district to complete the project for a working fire station. The work will be completed as shown in the provided design layout. The fire district will obtain and install all furniture.
- 2.2 The fire district is also interested in obtaining the services of a contractor to install flooring throughout the dayroom areas on the 2<sup>nd</sup> floor of the St. Helens Station. The district has already purchased the materials. The contractor will install the provided flooring.

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## 3. **MINIMUM REQUIREMENTS FOR DORM REMODEL**

- 3.1 Demolish/deconstruct and remove all construction debris from the current sleeping area. All construction debris will be disposed of by the contractor at a qualified landfill. Receipt of removed and properly disposed of material will be provided to the fire district.
- 3.2 Install walls to create individual sleeping rooms as shown in attached plans.
- 3.3 Walls will be sheet rocked including all finish work (tape, spackle, texture, trim, paint, etc). Paint color will be provided.

- 3.4 Walls will be insulated to work as a sound barrier between rooms.
- 3.5 Two (2) duplex 110v outlets shall be provided in each room, one each on opposing walls. Duplex outlets will have USB plug in capability.
- 3.6 Provide for one overhead light fixture controlled by a wall switch in each room. Overhead lights must turn on when the station alarm is activated for emergency (fire, EMS, rescue) response.
- 3.7 Provide for fire sprinkler protection as determined by local and state fire codes.
- 3.8 Provide heating/cooling duct and register for each room to receive heat/cool from the central HVAC unit.
- 3.9 Install drop ceiling throughout the sleeping dorm
- 3.10 Contractor must work in an active fire station with 24 hour on duty staff.
- 3.11 Work is on the second floor of the building with stair access on both ends of the second floor.
- 3.12 Flooring will be installed in the dorm room and dayroom (living) areas of the 2<sup>nd</sup> floor as directed by the fire district. Flooring is provided by the fire district and must be used for the project.
- 3.13 All work must be completed no later than June 30, 2020.

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#### 4. **INFORMATION / INSTRUCTIONS TO PROPOSERS**

##### 4.1 **QUALIFICATION REQUIREMENTS**

- 4.1.1. Each responsible proposer shall respond to the "Required Proposal Submittals" as presented in **Section 5** of this request proposal. Proposals received without the required information will be rejected as not being responsive.
- 4.1.2. The District shall have the right to disqualify any proposal as a result of the information gathered in its research.

##### 4.2 **PRE-PROPOSAL INTERPRETATION OF CONTRACT DOCUMENTS**

- 4.2.1 If any person who contemplates submitting a proposal for the services contract finds discrepancies in or omissions from, or is in doubt as to the true meaning of any part of the RFP document, (s)he shall submit to the Division Chief a written request for a clarification or interpretation thereof not later than five (5) working days before the RFP closing date.
- 4.2.2 Only clarification or interpretation of the proposal documents or services contract made by written notification will be binding. Oral and other interpretations or clarifications will be without legal effect. Changes to this RFP document shall only be by written addendum. A copy of each addendum will be mailed or delivered to each person receiving an RFP document.
- 4.2.3 Any addenda so issued are to be considered a part of the RFP document.

4.2.4 The District is not responsible for any explanation, clarification, interpretation, or approval made or given in any manner, except by addenda.

#### 4.3 EXECUTION OF THE PROPOSAL

4.3.1 The proposal must be signed by a person authorized to bind the proposer to the proposal.

4.3.2 If the proposal is made by a partnership, it shall be executed in the name of the partnership followed by the signature of an authorized partner.

4.3.3 If the proposal is made by a corporation, it shall be executed in the name of the corporation followed by the signature of the officer authorized to sign for the corporation and the printed or typewritten designation of the office he holds in the corporation.

4.3.4 If the proposal is made by a joint venture, it shall be executed by each participant of the joint venture.

4.3.5 The address of the proposer shall be typed or printed on the proposal form provided in SECTION 7.

#### 4.4 INFORMAL PROPOSALS

4.4.1 Proposals which are incomplete or which are conditioned in any way, or which contain erasures or alterations will be rejected as informal.

#### 4.5 SUBMISSION OF PROPOSALS

4.5.1 To be considered for this project, one (1) original and two (2) copies of each proposal must be submitted to the attention Columbia River Fire & Rescue 270 Columbia Blvd St. Helens OR 97051. Envelope should be clearly marked: "**Request for Proposals – Dorm Remodel**"

4.5.2 Each Submittal shall contain the following:

- Signed and dated Certification and Offer Sheet;
- Response to all of Section 5.0 (Required Proposal Submittals)

4.5.3 Deadline for receipt of all proposals submitted shall be physically received no later than 4:00 p.m. February 29, 2020. NO proposals shall be accepted after 4:00 p.m. February 29, 2020.

4.5.4 No Facsimile proposals allowed.

4.5.5 Columbia River Fire & Rescue reserves the right to solicit additional information from the Proposers, or any one proposer should Columbia River Fire & Rescue deem such information necessary.

**4.6 WITHDRAWAL OF PROPOSAL**

4.6.1 At any time prior to the date and hour set for the receipt of proposals, a vendor may withdraw his proposal. Withdrawal will not preclude the submission of another proposal prior to the hour and date set for the opening of the proposal.

**4.7 NOTICE TO PROCEED**

4.7.1 TIME IS OF THE ESSENCE IN THE PERFORMANCE OF THIS **CONTRACT(S)**. The Contractor will be given ten (10) business days to execute the Contract and return it to the District. Contractual work may not begin until a signed and fully executed contract is received by the District. Work will begin on a mutually agreed upon date between the District and the Contractor. After Contractor begins work, Contractor shall continue to completion without interruption, unless work suspension is approved in writing by the District.

**4.8 PROPOSAL TERM**

4.8.1 Any agreement initiated as a result of this RFP will be effective for a period of twelve (12) months, through April 16, 2021

4.8.2 The agreement may be terminated any time by either party subject to a ninety (14) day written notice of such termination on the other.

**4.10 THE DISTRICT RESERVES THE RIGHT TO:**

4.10.1 Reject any or all proposals or any portion thereof, or to select the proposal which, in its sole opinion, is in the best interest of the District. Proposals are subject to rejection if any omissions, conditional proposals, or irregularities of any kind exist.

4.10.2 Accept a proposal and subsequent offers for contract from other than the lowest cost proposed.

4.10.3 Consider proposals or modifications received at any time before the award is made, if such action is in the best interest of the District.

4.10.4 Waive or modify any irregularities in proposals received, after prior notification to the proposer.

**4.11 ANTICIPATED RFP CALENDAR:**

<u>EVENT</u>	<u>DATE</u>
RFP released	February 1, 2020

Proposals received (last day)	4:00 p.m. February 29, 2020
Proposals evaluation begins	March 2, 2020
Accepted Proposal approved by the Board of Directors	March 12, 2020
Proposal awarded	March 16, 2020

NOTE: The above schedule is for informational purposes only. The District reserves the right to accelerate or lengthen the decision-making process, depending upon the number and appropriateness of responses received.

**4.12 CONTRACT ADMINISTRATOR**

4.12.1 The District’s Contract Administrator for this contract is Ian O’Connor, Division Chief.

**4.13 INCURRING COSTS**

4.13.1 Columbia River Fire & Rescue will not be liable for any cost incurred by proposers prior to issuance of an agreement, contract, or purchase order. All proposals and related documents will become the property of Columbia River Fire & Rescue.

**4.14 ADDENDA**

4.14.1 In the event that it becomes necessary to revise any part of this Request for Proposal, addenda will be provided to all prospective proposers who have been issued an RFP document through the District’s Finance Office.

**4.15 RESPONSE DATE**

4.15.1 In order to be considered for selection, proposals must arrive at the District Administrative Office 270 Columbia Blvd St. Helens OR 97051, in the manner and on or before the date specified in the RFP solicitation. Proposers mailing proposals should allow normal mail delivery via PO Box delivery time to ensure timely receipt of their proposals.

**4.16 ACCEPTANCE OF PROPOSAL CONTENT**

4.16.1 The contents of the proposal of the successful proposer will become contractual obligations if acceptance action ensues. Failure of the successful proposer to accept these obligations in a professional services agreement may result in cancellation of the award.

**4.17 ECONOMY OF PREPARATION**

4.17.1 Proposals should be prepared simply and economically, providing a straightforward, concise description of proposer capabilities to satisfy the requirements of the Request for Proposal. Special bindings, colored displays, promotional materials, etc. are not desired. Emphasis should be on



completeness and clarity of the content.

#### 4.18 **PUBLIC RECORDS**

4.18.1 This Request for Proposal and one copy of each original response received, together with copies of all documents pertaining to the award of a contract, shall be kept by the Columbia River Fire & Rescue Finance Office for a period of five (5) years and made a part of a file or record which shall be open to public inspection.

4.18.2 If the proposal contains any information that the proposer does not want disclosed to the public or used by the District, for any purpose other than evaluation of his offer, each sheet of such information must be marked clearly with the following legend:

**THIS MATERIAL TO BE HELD CONFIDENTIAL**

#### 4.19 **FORFEITURE OF THE CONTRACT**

4.19.1 The contract may be canceled at the election of Columbia River Fire & Rescue for any willful failure or refusal to faithfully perform the contract according to its terms as herein provided.

#### 4.20 **FEE STRUCTURE**

4.20.1 The contractor shall be paid a fixed fee for the project. All fees shall be considered in the final price.

#### 4.21 **NON-ASSIGNMENT**

4.21.1 If a contract is awarded, it shall not be assigned in part or in total without prior approval by the District Board of Directors.

#### 4.22 **LIABILITY**

4.22.1 If a contract is awarded, the successful proposer must provide a certificate of coverage at the time of contract execution and proof of insurance.

#### 4.23 **CLARIFICATION OF RESPONSES**

4.23.1 The District reserves the right to obtain clarification of any point in the proposal response or to obtain additional information if necessary, to properly evaluate any proposal. Failure to respond to such a request for additional information or clarification may result in rejection of that firm's proposal.

#### 4.24 **STATEMENT OF COSTS**

4.24.1 All costs associated with the proposal must be stated in full, breaking down the summary of costs.

4.25 **NOTIFICATION OF INTENT TO AWARD CONTRACT**

4.25.1 All respondents to formal RFPs will be notified of the proposal evaluation committee's recommendation and the District's intent to award a contract.

4.25.2 The notice of intent to award a contract will be directed to the person who has signed the proposal on behalf of the proposer.

4.26 **EQUAL EMPLOYMENT OPPORTUNITY/AFFIRMATIVE ACTION POLICY**

4.26.1 It is the policy of Columbia River Fire & Rescue to promote equal opportunity to all persons regardless of race, color, religion, national origin, sex, age, or handicap, in respect to employment, housing, and public services facilities, and accommodations. This policy is reinforced by obligations assumed by the District as a condition of receipt of federal and state funds. This policy thus becomes an obligation, which must be assumed by the Contractor as well.

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5. **REQUIRED PROPOSAL SUBMITTALS**

5.1 Proposers shall provide one (1) original and two (2) copies of proposals in a sealed envelope marked: **Request for Proposals – Dorm Remodel**. Technical questions about the RFP specifications and requirements should be addressed to Ian O'Connor Division Chief, at (971) 203-4422. Proposers shall submit their proposals to Columbia River Fire & Rescue 270 Columbia Blvd St. Helens OR 97051 by 4:00 pm, February 29, 2020. Proposals received after this closing date and time will not be considered. Delivery to an office other than the office identified above is not acceptable.

5.2 **The proposal shall address at a minimum, the following points:**

5.2.1 The legal name of company, address, and telephone.

5.2.2 The name, address, and telephone of the person to whom correspondence and inquiries should be directed.

5.2.3 A statement of the companies understanding of the nature of this proposal.

5.2.4 Estimate a maximum fee associated with your product and services.

5.2.5 Any supplementary information or material.

5.2.6 How your company fits the project described in this proposal.

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6. **SELECTION PROCESS AND EVALUATION CRITERIA**

6.1 **Selection Process:**

6.1.1 An evaluation team will evaluate all proposals received by the closing date.

6.1.2 Notice of intent to award will be issued on or about March 16, 2020.

6.2 **Evaluation Criteria:**

6.2.1 Proposals will be evaluated based on the criteria shown below. Final selection will be made based on the results of the proposal.

- Contractor fit to specifications within this RFP.
- Fees quoted for the proposal

6.3 **INVESTIGATION OF REFERENCES**

6.3.1 The District reserves the right to investigate references and past performances of any proposer with respect to the successful performance of similar work.

7. PROPOSAL FORM **(Required)**

COLUMBIA RIVER FIRE & RESCUE  
ST. HELENS, OREGON

**REQUEST FOR PROPOSAL  
TO PROVIDE:**

**Dorm Remodel**

To: Columbia River Fire & Rescue  
270 Columbia Blvd  
St. Helens OR 97051

The undersigned proposer warrants that (s)he has carefully examined the Request for Proposal documents for providing the service described as follows:

**Dorm Remodel**

The proposer warrants that proposer has made such investigation as is necessary to determine the requirements of Columbia River Fire & Rescue and, if proposer's proposal is accepted, proposer will contract with Columbia River Fire & Rescue, in the form of Columbia River Fire & Rescue Dorm Remodel proposal agreement, to provide the required work as specified in the Request for Proposal document. The proposer further warrants that the terms and conditions contained within the Request for Proposal document, which are, by reference, incorporated herein in their entirety, are acceptable for the proposer and will be incorporated into any personal services agreement resulting from award of this procurement and that such terms and conditions take precedence over any conflicting terms and conditions in proposer's proposal.

The proposer submits and proposes the work provided within the proposal as required within the Request for Proposal document. This proposal shall be effective for a period of sixty (90) days from the RFP closing date.

Name of Proposer: \_\_\_\_\_ Date: \_\_\_\_\_

Tax Identification Numbers: \_\_\_\_\_

Signature of authorized person: \_\_\_\_\_ Title: \_\_\_\_\_

Business Phone and FAX numbers: \_\_\_\_\_

