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August 10, 2017



**Northern Monroe County Fire Protection Territory**  
5081 N. Old St. Rd. 37 Bloomington, IN 47408 P 812-339-1114 F 812-339-1120  
**Trained to Save, Dedicated to Serve.**

## **Request For Proposal (RFP) – New Fire Station Design/Construction**

**Submit Complete Package To:**

**Northern Monroe Fire Territory**  
Attn: Joel Bomgardner, Chief  
5081 N. Old State Road 37  
Bloomington, IN 47408  
812-339-1115

### **INTRODUCTION**

The Northern Monroe County Fire Protection Territory (NMFT) is a newly formed organization. As a department, the Territory operates in a combination fashion with both full-time career personnel as well as volunteer personnel who respond to reported emergencies within the service area. The NMFT is seeking proposals to design, obtain financing, and construct a new fire station to be located in the northern part of the Territory within Washington Township.

### **BACKGROUND INFORMATION**

The recently formed NMFT is in north central Monroe County, Indiana. Currently the Territory is solely served from fire stations located within Bloomington Township. It is the intent of the Territory to place a new fire station into service within Washington Township as soon as is practicable. The Territory is seeking proposals from individuals/companies with demonstrated experience in both commercial as well as fire station design, as well as Build, Operate, and Transfer (BOT) agreements.

## **PROPOSAL REQUIREMENTS**

The Northern Monroe Fire Protection Territory desires to contract with an experienced Build/Operate/Transfer team for the design and construction of a new fire station to be located within Washington Township Monroe County, Indiana.

All proposals are due not later than 5:00 p.m. on the \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

The objective of this RFP is to select a BOT contractor to provide for the professional design, management, construction services, and financing for the project.

The BOT team will also include the Architect/Engineer (A/E), other consultants as required including, but not necessarily limited to Mechanical / Electrical / Plumbing / Structural / Civil / Engineers, construction trade contractors (all under contract to or under the BOT contractor) as well as Territory representatives.

It will be the responsibility of the BOT contractor to provide the necessary services/work which includes, but is not limited to the following:

1. Develop a complete Project design which incorporates the design elements included within the Project Description and proposed Scope of Work, and provide all required A/E services in accordance with the scope of work, and all applicable national, state and Monroe County codes and regulations through the engagement of licensed A/E professionals;
2. Provide all design and construction services necessary in order to construct a fully operational fire station and to implement the goals of the project inclusive of, but not limited to, the following: architectural, civil, electrical, structural, mechanical design services, and any required specialty design consultants as required; construction services inclusive of scheduling; administration and management, geotechnical & material testing service – soil and material testing; (*see attachment for a NMFT provided preliminary site bore sample report*)
3. Oversee (in conjunction with the NMFT administration or designated representative) the complete design and construction processes;
4. In conjunction with the Territory, develop and maintain schedules, and hold meetings as follows:
  - (1) Provision of a construction schedule with milestone dates prior to award,
  - (2) During construction, provide a weekly schedule which shall be submitted to the Territory three (3) days prior to each weekly progress meeting;
  - (3) Weekly safety meetings on site to ensure that all processes are conducted in accordance with all applicable regulations including but not limited to OSHA and IOSHA regulations. Owner has the right to stop work for safety reasons at the contractors cost;

- (4) LEAN scheduling for this project is preferred;
5. Coordinate/communicate the activities of the Team through the design and construction process including holding weekly progress meetings;
6. Provision of weekly quality control reports for all aspects of the construction process to the Territory for review and comments;
7. Maintain clean roadways, control site dust, and protect any waterways.

The BOT contractor shall provide general information describing the company/team, as well as all relevant capabilities, along with a proposed timeline for project completion.

The BOT contractor shall submit information on recent projects that were similar in nature to the proposed project. A list of three references with name, address, and phone number should be provided.

The BOT contractor shall submit proof of appropriate Liability Insurance (\$1,000,000 minimum) including, Worker's Compensation policy coverage to the satisfaction of the NMFT.

The BOT contractor shall provide Errors and Omissions Insurance coverage.

The BOT contractor shall provide Bonding for the project.

The NMFT intends to award a contract to a vendor that is able to provide quality work and offer the best value. However, the NMFT reserves the right to reject any or all proposals, and any sub-contractors in whole or part, submitted in response to this RFP. The NMFT further reserves the right to negotiate the terms and conditions of any final contract for services.

Questions and requests for further information and/or clarification of the RFP should be directed to:

Joel Bomgardner, Chief  
Northern Monroe Fire Territory  
5081 N. Old State Road 37  
Bloomington, IN 47408  
812-339-1115  
[jbomgard@btfire.org](mailto:jbomgard@btfire.org)

## **PROJECT DESCRIPTION**

The NMFT is seeking proposals to design, obtain financing, and construct a complete fire station to be located in Washington Township, Monroe County, Indiana. The current plan is to locate the station on land being donated. The parcel of land is approximately 2.13 acres in size, and is located on the Northeast corner of the intersection of Simpson Chapel Road, and Williams Road.

The proposed address for the facility is:

494 W. Williams Road  
Bloomington, Indiana 47404

As an emergency services facility, this station must remain functional when other buildings may not. For this reason, a load bearing reinforced masonry exterior shell is preferred.

The estimated budget for the completed project is \$1,200,000.

## **SCOPE OF WORK**

The complete fire station should be a maximum of approximately 7500 square feet and incorporate the following features:

- Two drive-through style vehicle bays with a minimum dimensions of Width 16' x Length 72' each.
- Bays should be equipped with water and air hose reels front and rear and appropriate in floor trench drainage.
- Bays shall be designed with a vehicle exhaust removal system.
- 12'x12' work shop area accessible from the bay with an 8' roll up door to the exterior of the building.
- Bay doors shall be insulated and a minimum of 14'x14'.
- Ventilated Turn-out gear storage room with floor drainage to house 14 – 2' wide firefighter gear lockers.
- Decontamination room accessible from the bay area to contain a shower, commercial turn-out gear extractor washing machine and a residential washer & dryer.
- (2) Small storage rooms off of the bay to house various equipment/supplies.
- Mezzanine above the storage rooms accessible by stairs and provides housing for all building mechanicals in order to provide easy and out of the way access for building systems.

- Living areas of the station should be buffered from bay and equipment areas in order to limit firefighter exposure to carcinogens and other biohazards.
- Living area should be adequate for up to (4) personnel
  - 4 individual sleeping rooms with (3) cabinets/closets each
  - Dayroom sufficient to seat (5) people
- Men's / Women's locker room/showers/restrooms.
- Kitchen including:
  - Table seating for (8)
  - (3) pantry cabinets
  - (3) residential refrigerator
  - Commercial stove/hood
  - Residential microwave
  - Residential dishwasher
  - Access to exterior patio with grill
  - Allowance for the purchase of all appliances
- Residential laundry room capable of housing a washer & dryer.
- Fitness room – visible to a high traffic area such as day room or kitchen with space for the following:
  - Treadmill
  - Stairmill / elliptical
  - Rowing machine
  - Stationary bicycle
  - Smith machine
  - Free weight / dumbbell area
  - Allowance for the purchase of all fitness equipment
- Radio room.
- Office (2) Fire department officer and Washington Township Trustee.
- Lobby or entry area:
  - (2) public restrooms
  - Small seating area
- Small janitorial closet with mop sink.
- Building shall have a fire alarm and full sprinkler system.
- Building shall have a full building *Diesel* back-up generator placed on an exterior concrete pad, with a transfer switch and fuel cell.
- Building shall be outfitted for high speed internet service with WI FI capability.
- Building exterior should have an attractive appearance and be similar to other buildings in the area. A masonry façade is preferred (masonry load bearing), and must have limestone accents at a minimum.
- The building should be set back off of the roadway in order to provide adequate space for apparatus parking and training.

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- A minimum of 12 parking (2- handicap) spaces shall be provided, more is desirable.
- Drive lanes surrounding the building should accommodate apparatus having a turning radius of 35'.
- Site utilities to include stormwater management, sanitary sewer environment one duplex pump system, water service, gas (natural or propane), electricity, and telephone and internet service.
- Contractor shall include the cost of building permit and utility connection fees required in order to provide services to the site.

## **WORK SCHEDULE AND CONDITIONS**

Potential contractors are expected to visit the Territory and examine both the Fire Department as well as the construction property and its surroundings in order to obtain all information that may be necessary for preparing the proposal at their own interest and cost.

Appointments should be made to inspect facilities, equipment or conduct interviews.

Appointments can be made by calling the Fire Chief at (812) 339-1115 or [jbomgard@btfire.org](mailto:jbomgard@btfire.org).

## **SUBMITTAL REQUIREMENTS FOR QUALITATIVE PROPOSAL**

The Design-Builder's Qualitative Proposal shall include all of the information required by this Request for Proposal except for the Price Proposal.

The Design-Builder's Qualitative Proposal shall be in the form of written narrative, drawings and completion of required forms.

### **Bound Narrative**

#### **General Requirements:**

1. Present all materials in a 3-ring binder with divider tabs as indicated below.
  - (1) Individual pages should be removable to allow for evaluation and analysis by NMFT members on a side-by-side basis with other proposals.
  - (2) Provide Project-specific identification on the cover and spline of the binder
    - a. Project Name
    - b. Design-Builder identification
2. Documents should be 8.5" x 11" in portrait format.
  - (1) Larger sized documents may be included, provided they are folded to 8.5" x 11" and may be expanded for viewing without removing the page from the binder.
3. Provide the following on every sheet:
  - (1) Page number
  - (2) Project name
  - (3) Design-Builder identification
4. Proposed Work Plan & Schedule
  - (1) Provide an overall project schedule in Gantt chart format.

### **Reduced Scale Drawings**

1. Provide 8.5" x 11" or folded 11" x 17" reduced scale copies of drawings

### **Summary of Design-Builder's Proposed Alternatives**

1. Provide a summary of any items proposed by the Design-Builder as Alternates to the Base Scope of Work of the Project.
  - (1) Provide an itemized list of each Alternative proposed.
  - (2) Include a narrative description of the scope and purpose of each alternate.

### **Summary of Design-Builder's Clarifications to Owner's Request For Proposal**

1. Provide an itemized summary of any clarifications, assumptions or exceptions taken, or deviations from the Owner's Request for Proposal.

## Drawings

1. General Requirements:
  - (1) Provide drawings on a minimum sheet size of 24" x 36", up to a maximum sheet size of 30" x 42"
  - (2) Provide bound sets of drawings, with and index on the first sheet.
  - (3) Include the following information on each sheet:
    - a. Sheet title and number
    - b. Project Identification
    - c. Design-Builder Identification
    - d. Date
  - (4) Orient all drawings so North is in the same direction on each sheet.
  - (5) Limit number of drawings to those required.
  
2. List of Required Drawings:
  - (1) Site Plan
    - a. Indicate new walks, drives and parking
    - b. Indicate utilities and services both above and below grade
    - c. Indicate preliminary grading
    - d. Indicate proposed signage
    - e. Indicate proposed landscape plantings
  
  - (2) Facility Floor Plan(s)
    - a. Scale:
    - b. Include section cut indications
    - c. Indicate Room names
      - i. Indicate area of each room, to the nearest square foot.
    - d. Include other drawing elements appropriate to help the NMFT understand building function, zoning and features, such as:
      - i. Door and window locations
      - ii. Chases, shafts, etc.
      - iii. Significant / representative fixed equipment
  
  - (3) Exterior Elevation / Perspective
    - a. Provide an elevation of the major building facade facing the visitor parking area.
      - i. Render the elevation in color with materials indications to convey design intent to the owner.
      - ii. Include section cut lines.
    - b. A perspective sketch may be substituted for the elevation.
  
  - (4) Typical Wall Section:
    - a. Provide a typical wall section of each proposed building.
    - b. Indicate all wall construction materials and systems.
    - c. The wall section may be combined with another architectural drawing.



## **SUBMITTAL REQUIREMENTS FOR PRICE PROPOSAL**

Submit Price Proposal in a separate, sealed envelope clearly marked with:

1. “Price Proposal For:

**New Fire Station Design/Construction**  
Northern Monroe Fire Territory  
Attn: Joel Bomgardner, Chief  
5081 N. Old State Road 37  
Bloomington, IN 47408

2. Name of Design-Builder

### **Submit Price Proposal**

1. A Word Document Version of the Form will be available with the final RFP.
  - (1) Price Proposals shall not be withdrawn for a period of ninety (90) days after the receipt of Proposals without consent of the Owner.
  - (2) Price Proposal shall include a lump sum to provide all design services, project financing, management services, construction services, materials, allowances, equipment, permits, permit fees, insurance, overhead and profit to complete the Base Scope of Work for the Project in accordance with the Owner’s Request for Proposal, all addenda and all applicable laws and standards. (*see attachment for Unit Price Schedule*)
2. The Base Scope of Work of the Project proposed by the Design-Builder is to be fully described in the Design-Builder’s Qualitative Proposal.
3. A prerequisite for the lump sum Price Proposal to perform the Base Scope of Work of the Project is that it not exceed the Owner’s budget available to the Design-Builder as identified.
  - (1) Price Proposals that exceed the Owner’s budget available to the Design-Builder are subject to disqualification, at the Owner’s sole discretion prior to determination of Adjusted Price and Best Value Proposal identification in accordance with Indiana Code Section 5-30, as amended.

### **Instructions to Proposers**

1. If the Design-Builder is proposing the Base Scope of Work of the Project to include only
  - (1) The Design & Construction of the Project, with no financing, the Price Proposal submitted may exceed the Design-Builder’s budget without being subject to disqualification.
  - (2) The Design-Builder’s Price Proposal, however must include any Owner initiated Allowances defined in the RFP.
  - (3) Design-Builder may include Alternate Proposals to the Proposed Base Scope of Work of the Project.

2. In the Price Proposal, identify:
  - (1) The itemized list of each alternative, that coordinates with the information provided in the Qualitative Proposal
  - (2) A lump-sum price for each alternative item proposed, and indication of whether that price is to be added to or deducted from the lump sum proposal for the Proposed Base Scope of Work of the Project if accepted.
3. The Owner is under no compulsion to consider, accept or reject any alternative proposals provided by the Design-Builder and reserves the right to negotiate the final scope and price of any alternative proposed prior to award of the Design-Build Contract.

## **OWNER'S EVALUATION OF PROPOSALS AND AWARD OF CONTRACT**

The Technical Review Committee will evaluate Qualitative Proposals according to weighted evaluation criteria listed below.

### **TEAM QUALIFICATIONS and PAST PERFORMANCE:**

1. Competence and Experience in Design-Build of Fire Stations
  - (1) Description: To the extent that the Design-Builder's Team demonstrates competence and successful past performance in the Design-Build delivery of fire stations.
  - (2) Basis for Assessment: This criterion seeks to evaluate the entire Design-Build team's past performance record and successful experience in the design and construction of fire station facilities, particularly using design-build delivery.
2. Quality of Key
  - (1) Description: To the degree that the key staff of the Design-Builder's team that will be most directly involved with this project exhibit excellent leadership, professional competence, character, integrity, openness and an appropriate working relationship with the Northern Monroe Fire Territory
  - (2) Basis for Assessment: This criterion seeks to evaluate the quality of key individuals within the Design-Build team on the basis of their professional competence and character. This criterion gives consideration for the "chemistry" of the working relationship between those individuals and the Northern Monroe Fire Territory, both in the process of preparing this proposal and prior experience of working together.

3. Composition of the Team

- (1) Description: To the degree that the composition of the Design-Builder's team includes organizations and individuals capable and empowered to effectively address all aspects of the Project,
- (2) Basis for Assessment: This criterion seeks to evaluate the quality of the composition of the Design-Build team. The qualifications of each entity that is part of the team will be evaluated. The structure of the team and its perceived ability to operate as an integrated unit greater than the sum of its parts will be evaluated. The completeness of the team, and its ability to address all aspects of the Project will be evaluated. Teams shall include a full complement of subcontractors at the time of proposal.

4. Effective Trade Contractor Engagement

- (1) Description: To the degree that the Design-Builder's practices and performance exhibit excellent engagement of local trade contractors during the design process in a manner that provides a synergy resulting in delivery of the best value to the owner.
- (2) Basis for Assessment: This criterion seeks to evaluate the quality process and practice of the Design-Build team.

The Owner will review all proposals and may enter into discussions with offerors to clarify and assure a full understanding of proposals. All offerors will be accorded fair and equal treatment with respect to any opportunity for discussion and revision of proposals. After receipt of the best and final offers from offerors, the Owner will make a recommendation for award of an agreement based upon compliance with the above-requested design specs, as well as price, schedule, and other terms, or shall terminate the request for proposal process.

Of all evaluation criteria listed in this Request for Proposals, overall project value, cost and financing terms will be given the most weight by the Owner. The Owner reserves the right to modify or cancel this project at any time before a Design-Build Team enters into a formal agreement with the Owner.