

Hope Valley - Wyoming Fire District

REQUEST FOR PROPOSAL (RFP) Station 1 Renovations

STATION 1 RENOVATIONS

Hope Valley - Wyoming Fire District
996 Main St, PO Box 25
Hope Valley, Rhode Island 02832
Phone: 539-539-2229 | Fax: 401-539-9040
Chief@hwwfd.org

Prepared By: Justin W. Lee, Chief

Date: July 29, 2019

REQUEST FOR PROPOSAL
STATION 1 RENOVATIONS
Hope Valley - Rhode Island

SUBMISSION DEADLINE: September 11, 2019, 3:00pm

BIDDERS' MEETING: July 15, 2019

QUESTION SUBMISSION DEADLINE: August 19, 2019

Questions can be submitted prior to the Bidders; Meeting on ; however, no answers will be provided and/or circulated prior to that date.

Questions may be submitted in written form no later than August 19, 2019 to:

RFP Contact Name: Justin W. Lee, Chief
Contact Address: 996 MAIN STREET, P.O. BOX 25
HOPE VALLEY, Rhode Island 02832
Telephone Number: 4015392229
Email Address: Chief@hwwfd.org

INTRODUCTION

Hope Valley - Wyoming Fire District invites and welcomes proposals for their Station 1 Renovations project. Based on your previous work experience, your firm has been selected to receive this RFP and is invited to submit a proposal. Please take the time to carefully read and become familiar with the proposal requirements. All proposals submitted for consideration must be received by the time as specified above under the "SUBMISSION DEADLINE."

BIDDERS SHOULD NOTE THAT ANY AND ALL WORK INTENDED TO BE SUBCONTRACTED AS PART OF THE BID SUBMITTAL MUST BE ACCOMPANIED BY BACKGROUND MATERIALS AND REFERENCES FOR PROPOSED SUBCONTRACTOR(S) – NO EXCEPTIONS.

PROJECT AND LOCATION

The bid proposal is being requested for Station 1 Renovations which is or shall be located at 996 Main St, Hope Valley, Rhode Island 02832.

PROJECT MANAGER CONTACT INFORMATION

The following individual(s) are the assigned contacts for the following:

For questions or information regarding Project Details, contact:

Name: Justin Lee
Title: Chief
Phone: 539-539-2229
Fax: 401-539-9040

Email: Chief@hvwfd.org

PROJECT OBJECTIVE

The objective and ultimate goal for this project is there are four projects that will be completed with the station 1 renovations.

1. new apparatus room floor and ceiling
2. new exterior siding
3. bathroom and shower remodel
4. boiler replacement.

PROJECT SCOPE AND SPECIFICATIONS

Project Scope and Specifications are detailed on an attached document.

SCHEDULED TIMELINE

The following timeline has been established to ensure that our project objective is achieved; however, the following project timeline shall be subject to change when deemed necessary by management.

MILESTONE

DATE

Apparatus floor completed by:

November 1, 2019

Or apparatus floor start of 4/1/19:

April 1, 2020

PROPOSAL BIDDING REQUIREMENTS

PROJECT PROPOSAL EXPECTATIONS

Hope Valley - Wyoming Fire District shall award the contract to the proposal that best accommodates the various project requirements. Hope Valley - Wyoming Fire District reserves the right to award any contract prior to the proposal deadline stated within the "Scheduled Timeline" or prior to the receipt of all proposals, award the contract to more than one Bidder, and refuse any proposal or contract without obligation to either Hope Valley - Wyoming Fire District or to any Bidder offering or submitting a proposal.

DEADLINE TO SUBMIT PROPOSAL

All proposals must be received by Hope Valley - Wyoming Fire District no later than 3:00pm on September 11, 2019 for consideration in the project proposal selection process.

PROPOSAL SELECTION CRITERIA

Only those proposals received by the stated deadline will be considered. All proposals, submitted by the deadline, will be reviewed and evaluated based upon information provided in the submitted proposal. In addition, consideration will be given to cost and performance projections. Furthermore, the following criteria will be given considerable weight in the proposal selection process:

- Proposals received by the stipulated deadline must be in the correct format.
- Bidder's alleged performance effectiveness of their proposal's solution regarding the Project Objective of Hope Valley - Wyoming Fire District
- Bidder's performance history and alleged ability to timely deliver proposed services.
- Bidder's ability to provide and deliver qualified personnel having the knowledge and skills required to effectively and efficiently execute proposed services.
- Overall cost effectiveness of the proposal.

Hope Valley - Wyoming Fire District shall reserve the right to cancel, suspend, and/or discontinue any proposal at any time they deem necessary or fit without obligation or notice to the proposing bidder/contractor. Any and all bids may be rejected at the Fire District's discretion. The Fire District also reserves the right to award each scope of work to different contractors. If a discount is included by the contractor for being awarded all four scopes of work it shall be stated.

PROPOSAL SUBMISSION FORMAT

The following is a list of information that the Bidder should include in their proposal submission:

Summary of Bidder Background

- Bidder's Name(s)
- Bidder's Address
- Bidder's Contact Information (and preferred method of communication)
- Legal Form of Bidder (e.g. sole proprietor, partnership, corporation)
- Date Bidder's Company Formed
- Description of Bidder's company in terms of size, range and types of services offered and clientele.
- Bidder's principal officers (e.g. President, Chairman, Vice President(s), Secretary, Chief Operating Officer, Chief Financial Officer, General Managers) and length of time each officer has performed in his/her field of expertise.
- Bidder's Federal Employee Identification Number (FEIN)
- Evidence of legal authority to conduct business in Rhode Island (e.g. business license number).
- Evidence of established track record for providing services and/or deliverables that are the subject of this proposal.
- Organization chart showing key personnel that would provide services to Hope Valley - Wyoming Fire District

Financial Information

- State whether the Bidder or its parent company (if any) has ever filed for bankruptcy or any form of Reorganization under the Bankruptcy Code.
- State whether the Bidder or its parent company (if any) has ever received any sanctions or is currently under investigation by any regulatory or governmental body.

Proposed Outcome

- Summary of timeline and work to be completed.

Equipment or Service

- List any and all equipment or services required for this proposed project and the number of each.
- Detailed estimated cost for each piece of equipment or service.
- List any or equipment or services required of a subcontractor, along with a brief

explanation.

- List any accommodation, services, or space required from Hope Valley - Wyoming Fire District, along with a brief explanation.

Cost Proposal Summary and Breakdown

- A detailed list of any and all expected costs or expenses related to the proposed project.
- Summary and explanation of any other contributing expenses to the total cost.
- Brief summary of the total cost of the proposal.

Licensing and Bonding

- Provide details of licenses and bonds (if any) for any proposed services that the bidder/contractor may plan on providing for this project.

Insurance

- Details of any liability or other insurance provided with regard to the staff or project.