

# **JACKSON HOLE FIRE/EMS PAVILION TEMPORARY FIRE STATION – REQUEST FOR PROPOSALS**

September 26, 2017



# OVERVIEW

## 1. Project Purpose

Teton County, Wyoming, herein after referred to as "County", is soliciting sealed written proposals for construction work at 305 W. Snow King Ave, Jackson, WY for the proposed Jackson Hole Fire/EMS Pavilion Temporary Fire Station.

## 2. Project Background

The purpose of this request is to award the general construction contract or individual sub-contracts for the renovation of the existing Fairgrounds Pavilion into a Temporary Fire Station.

## 3. Project Scope, Timeline and Deliverables

JH Fire/EMS is proposing to enclose the existing, mostly open air, pre-fabricated 15,000 sq-ft building into a temporary fire/EMS station. This work includes, but is not limited to; general carpentry, concrete flat work, fire sprinkler system, electrical, plumbing and mechanical work.

Project is scheduled to start in December of 2017 with a 4-6 month completion date. Final completion date to be determined by the successful bidder(s) and the County.

## 4. Submittal Content/Qualifications

### Submittal Qualifications:

Each consultant shall submit one (1) printed copy of the complete submittal and one (1) electronic copy in a PDF-format.

**Bid Proposals** must be delivered to Jackson Hole Fire/EMS (40 East Peal Avenue, Jackson, WY) prior to 2:00pm October 20, 2017. County bid form must be included with all paperwork including, but not limited to; bonds, checks and references. Bid proposals can also be mailed to;

Teton County  
Attn.: Matt Redwine  
Jackson Hole Fire/EMS  
PO Box 901  
Jackson, WY 83001

- Bid proposals must be sealed and have "Pavilion Temporary Fire Station Bid" clearly written on the front of the envelope.
- Bid proposals shall include pricing that is good at a minimum until Dec. 15<sup>th</sup>, 2017.

### Bid Documents:

- Bid Drawings are available at Stinky Prints, (307-690-8892 & [info@stinkyprints.com](mailto:info@stinkyprints.com))
- Bid Documents are available at JH Fire/EMS Station #1 (307-733-4732 & 50 E. Pearl Ave. Jackson, WY)

All questions and requests for additional information shall be directed to Kevin Meagher, via e-mail only at [kmeagher@townofjackson.com](mailto:kmeagher@townofjackson.com).

## 5. Additional Information

The solicitation does not commit the Department to award a contract, to pay any costs incurred with the preparation of a proposal, or to procure or contract for services or supplies. Teton County reserves the right to accept or reject any or all proposals received in response to the request, to negotiate with any qualified source, or cancel in whole or part this proposal process if it is in the best interest of the County to do so. Subsequent to contract negotiations, prospective consultants may be required to submit revisions to their proposals.

Postponement or Amendment:

The County reserves the right to amend any portion of the RFP. Copies of such amendments shall be made available to all prospective, interested consultants via e-mail. Where such amendments require changes in the submittal requirements, the final date for submission may be extended.

Cost of Submittal Preparation:

Any costs incurred by the consultant in responding to this RFP in anticipation of receiving a contract award shall be the responsibility of the Entity submitting the response. The County shall not reimburse the Entity for any such expenses.

Schedule of Submission and Review:

The Selection Committee, after its initial review and scoring, may elect to select a successful submittal. Conversely, the Selection Committee may elect to contact short-listed applicants to ask for final and best offers, pursuant to the Teton County procurement policy. After scoring all submittals (and all final and best offers, if applicable), the Selection Committee shall make a recommendation to the Board of County Commissioners regarding the successful submittal. The Board of County Commissioners will formally award the project and Teton County will enter into a contract with the contractor.

Acceptance:

This RFP provides interested professionals with the necessary information to enable them to prepare and submit information for consideration by the County.

The County reserves the right to enter into further discussions with any consultant based solely on the initial response to this RFP along with the right to negotiate the cost with the selected consultant if it is deemed to be in the best interest of the County.

If the County is unable to negotiate a final scope of services and professional fee with their first choice, they reserve the right to negotiate with other consultants that submitted a response to this RFP.

Items to be provided by the Department:

- A project representative
- Copies of all existing studies & plans
- Bid Documents

## 6. Project Schedule

The County intends to follow the schedule outlined below. However, the County reserves the right to revise the review schedule at their sole discretion.

September 29, 2017	Request for Proposal distribution
October 20, 2017	Request for Proposal due date, 2:00 PM MST
October 25, 2017	Completion of RFP evaluation by Department
Week of October 30th, 2017	Interviews with short-listed firms (if necessary)
December 1, 2017	Award of Contract with Teton County
December 15, 2017	Notice to Proceed
TBD	Project Completion

## 7. Submittal Evaluation Criteria

A selection committee, consisting of various individuals appointed by the Teton County & Jackson Hole Fire/EMS shall evaluate the submittals based on the following criteria.

	Rating	Weight	Score
1. Criteria One - Submittal Format			
Appearance, followed			
Instructions, Professional	_____	1	_____
2. Criteria Two - Work Plan and Schedule			
Methods employed, understanding			
What is wanted, methodology,			
Scheduling, time control	_____	10	_____
3. Criteria Three - Fee Schedule and			
Budget, in line with work proposed	_____	5	_____
4. Criteria Four - Experience and Innovation			
Responses of Past Clients	_____	5	_____
5. Criteria Five - Personnel and Staffing			
And (Corporate Qualifications)			
Experience and qualifications of			
Key personnel assigned to this			
Project, Recent experience,			
Company structure	_____	5	_____
		Total Score	_____

Rating Points: 10 – Excellent; 7.5 – Good; 5 – Satisfactory; 2.5 – Marginal;

0 – Unsatisfactory