

DESIGN BUILD SERVICES FOR FIRE STATION NO. 6

NORTH RIVER FIRE DISTRICT

REQUEST FOR PROPOSAL

DESIGN BUILD SERVICES FOR FIRE STATION NO. 6

RFP Title:	DESIGN BUILD SERVICES FOR FIRE STATION NO. 6
Contracting Officer:	Chief Joseph Sicking
PROPOSAL DUE:	Monday, July 7, 2025, at 3:00 P.M. EST
Pre-Proposal Conference:	Tuesday, June 24, 2025, 9:00 A.M. EST

DESIGN BUILD SERVICES FOR FIRE STATION NO. 6

1.0 PURPOSE OF PROPOSAL

The purpose of this Request for Proposal (“RFP”) is for the North River Fire District (the “District”) to solicit competitive proposals from qualified contractors and design professional firms to provide architectural, engineering, and construction services to complete a new **6,800 square foot fire station** under a **Design-Build contract**, located at Buckeye Rd. Parrish, FL, Parcel ID: 608500609 (the “Project”). This RFQ includes the Design Criteria Package for Fire Station No. 6. The District may also pursue additional projects in the future, including the construction of a new Fire Administration building and the remodel or reconstruction of Fire Station No. 3. In doing so, the District may elect to contract with the selected Design-Builder for these future projects, utilizing new Design Criteria Packages developed specifically for each. Any such engagement would be contingent upon the District’s acceptance of a proposal submitted by the Design-Builder based on the respective Design Criteria Packages.

2.0 POINT OF CONTACT

The Contracting Officer listed in this Section is the official point of contact for this RFP. Direct any and all inquiries concerning this solicitation with your name, phone number, email address, firm name, and address directly to the email below:

Contact: Chief Joseph Sicking
Email: Sickingj@nrfd.org

3.0 PROPOSED SCHEDULE

Monday, May 19, 2025, 5:00 P.M.....RFP Available
Tuesday, June 24, 2025, 9:00 A.M.....Optional Pre-Proposal Meeting
Thursday, July 3, 2025, 4:00 P.M..... Last Day to Receive Written Questions
Monday, July 7, 2025, 3:00 P.M..... Proposal Submittal Deadline
Wednesday, July 9, 2025, 10:00 A.M.....Evaluation Committee Meeting
Thursday, July 17, 2025, 10:00 A.M.....Commission Meeting for Approval

4.0 OPTIONAL PRE-PROPOSAL CONFERENCE

An **optional** pre-proposal meeting will be held on Tuesday, June 24, 2025, at 9:00 A.M. EST, at the project site, Buckeye Rd. Parrish, FL Parcel ID: 608500609. This meeting will also serve as an opportunity for the Proposer to visit the site of the proposed work and become familiar with conditions which may affect the work to be done or the equipment, materials, and labor required.

It is optional for a representative of Proposer to attend in order to qualify to respond to this RFP.

In accordance with the American Disabilities Act and Section 286.26, Florida Statutes, persons with disabilities needing a special accommodation to participate in the process, or an interpreter to participate in any proceedings under this RFP, should contact the Contracting Officer listed in Section 2.0 for assistance, at least two (2) business days before any meeting date.

5.0 QUESTIONS, EXCEPTIONS, AND ADDENDA

Proposers should carefully examine this RFP including all attachments. All communication, inquiries, or request for exceptions are to be directed to the Contracting Officer listed in Section

DESIGN BUILD SERVICES FOR FIRE STATION NO. 6

2.0 in writing. The last day for questions or requests for exceptions is Thursday, July 3, 2025, 4:00 P.M. An addendum may be issued in response to any inquiry received, which changes or clarifies the terms, provisions, or requirements of the RFP. No answers given in response to questions submitted will be binding upon this RFP unless released in writing as an addendum to the RFP and posted on the District's website for this RFP. Where there appears to be a conflict between this RFP and any addenda, the last addendum issued will prevail.

It is the Proposer's responsibility to ensure receipt of all addenda and any accompanying documentation. Failure to acknowledge each addendum may prevent the proposal from being considered for award.

Process clarification or procedure questions related to this RFP may be asked at any time to the Contracting Officer.

6.0 PROJECT OBJECTIVES

The objective of the Project is for the successful team to provide the District with a complete turnkey facility.

- A. The District will use a qualifications-based selection process in choosing the team.
- B. The successful team's services will be conducted in two (2) phases:
 - 1. Design and Pre-Construction CM services
 - 2. Construction Management
- C. The successful team is expected to deliver all Project construction activities providing the District with a user-ready facility within the Scope of Services and Project budget.
- D. The building program shall generally consist of, but is not necessarily limited to, the following elements:
 - 1. Approximately 6,800 square feet total.
 - 2. Electronic controlled access.
 - 3. Two (2) drive-through apparatus bays with new bay doors and openers.
 - 4. Ten (10) private sleeping quarters.
 - 5. Hallway lockers.
 - 6. Four (4) bathrooms, two (2) of which include showers.
 - 7. A decontamination room with sink, large drain for extractor, and appropriate HVAC separation.
 - 8. Gear storage room separated from living areas with gear racks.
 - 9. Fully equipped kitchen capable of supporting three (3) separate crews, including an island and space for three refrigerators and three food lockers. (Appliances provided by Owner.)
 - 10. Day room/living room area.
 - 11. Screened porch adjacent to day room or kitchen
 - 12. Office space for a supervisor.
 - 13. Dedicated mop sink/utility room.
 - 14. Electrical/Mechanical room with IT rack.
 - 15. Appropriate circulation and ventilation common spaces.
 - 16. HVAC system designed for energy efficiency and support of decontamination and living zones.
 - 17. Parking to accommodate a minimum of 12 vehicles.
 - 18. Modern flooring, finishes, plumbing, and electrical designed to support continuous

DESIGN BUILD SERVICES FOR FIRE STATION NO. 6

24/7 use.

19. Integration of building automation systems and backup generator for the whole building.
 20. Site improvements including storm water management, grading, utility connections, and landscaping as required by local authorities.
 21. Building identification (signage)
- E. The design, detailing, and construction of the Project shall meet all applicable building codes.
- F. Project design shall consider life-cycle costs, long-term maintenance, energy conservation and efficiency, and long-term maintenance/operational costs.

7.0 GENERAL SCOPE OF SERVICES

The scope of services shall include, but not be limited to the following:

- A. Programming and Planning - Develop a program for Fire Station with District staff taking into consideration permitting and utility access. Additional services will be project coordination meetings, consultations with local agencies and District staff. Provide a schedule of deliverables for design and construction.
- B. Schematic Design Phase – Develop design based on programming information with District staff resulting in preliminary studies and sketches of the Project to arrive at an acceptable solution. Consultant will work with the project team which includes District staff and CM on development and review of design alternatives. The phase deliverables are a site plan, floor plan(s), sections, an elevation, and other illustrative materials; computer images, renderings, or models. Typically, the drawings include overall dimensions, and a construction cost is estimated.
- C. Design Development Phase - Refinement of schematic design with District staff resulting in selection of materials and building systems including mechanical, electrical, plumbing, structural, and architectural details. Provide 50% progress and final set of plans with specification volume documents at both sets and review with the District. Provide 3D rendering with the final plans set. Perform a cost detail ensuring Project is under budget. The phase deliverables are to produce floor plans, sections, and elevations with full dimensions. These drawings typically include door and window details and outline material specifications. Work with the CM and designated District staff keeping the Project within a predetermined budget with value engineering, cost-benefit analysis and best-value comparisons then revise as necessary to meet budget.
- D. Construction Document Phase - Preparation of final working drawings, final specification volume document, large scale details and specifications meeting standard codes for obtaining bids and permits for construction. All documents shall be thorough and absent of ambiguities and totally coordinated between the various engineering disciplines and reviewed with the District. The phase deliverables are to produce a set of drawings that include all pertinent information required for the Contractor to price and build the Project.
- E. Construction Observation Phase - Review the construction and determine that the Project is constructed in accordance with the approved plans and specifications. The construction observation services shall include, but not be limited to the following:
 1. Frequent Project coordination meetings with the District staff.
 2. Frequent observations when work is being performed and as circumstances may require to determine the progress and quality of the construction Project.

DESIGN BUILD SERVICES FOR FIRE STATION NO. 6

3. Review and process shop drawings within ten (10) calendar days.
 4. Coordinate with the Contractor through the standard Request for Information process within 72 hours, extensions may be approved by the District.
 5. Final observation and certification to the District that the Project has been completed in accordance with the plans and specifications.
 6. Provide final inspection and punch list before and after substantial completion of the Project.
 7. Coordinate as-built documentation.
- F. Pre-construction Services by CM - Design Review and Recommendations
1. Shall become thoroughly familiar with the evolving plans and specifications and follow the development of design from schematic review through construction document.
 2. Complete budgetary reviews at each design phase ensuring the Project remains on budget.
 3. Shall make written recommendations regarding all construction aspects and cost reducing alternatives.
 4. Assist Architect and District in alternative comparison versus long-term cost effects.
 5. Shall work as a team with Design Consultants and District.
 6. Shall bring to the attention of the District and Architect any known defects in the design drawings and specifications.
 7. Review and advise on life-cycle costs of proposed materials and equipment.
- G. Construction Services - During the construction phase, the Construction Manager shall become the single point of responsibility for performance of the construction contract for the Project and shall function in the role of an independent General Contractor. That role will include:
1. Preparing construction documents necessary to obtain the required building permits.
 2. Preparing, publicly bidding, awarding bid packages for labor and materials, and managing the resultant subcontracts / purchase orders.
 3. Preparing the overall project schedule and providing periodic detailed updates.
 4. Establishing and maintaining quality control standards.
 5. Providing all building construction activities.
 6. Providing Quality Control and Quality Assurance testing for construction.
 7. Coordinating and reviewing all shop drawings and submittals.
 8. Coordinating all construction activities with any work on-site performed by the District.
 9. Guaranteeing the construction cost.
 10. Conducting periodic construction progress meetings with Design Firm and District.
 11. Frequent observations when work is being performed and circumstances may require determining the progress and quality of the construction Project.
 12. Conducting field inspections and providing bi-monthly filed/progress reports or as otherwise requested by the District.
 13. Obtaining Certificate of Occupancy.
 14. Providing one (1) copy of close-out documentation in paper and one (1) copy in electronic format with subcontractor list with contact information, all submittals, operating manual, as-built drawings, Test and Balance Report, warranty information, and any additional pertinent information.
 15. Coordinating and performing necessary warranty work.

8.0 PROPOSED PROJECT BUDGET AND SCHEDULE:

DESIGN BUILD SERVICES FOR FIRE STATION NO. 6

The Project budget for design, construction, site development, and associated architectural/engineering costs is estimated between \$2,720,000 and \$3,264,000. This budget excludes furniture and appliances, which will be provided by the Owner.

- **Design Duration:** 300 calendar days from the issuance of contract.
- **Construction Duration:** 300 calendar days from Notice to Proceed or permit issuance, whichever is later.

9.0 GENERAL REQUIREMENTS

- A. The extent and character of the work to be accomplished by the selected design-build firm shall be subject to the general control and approval of the District's staff. During the development of this Project, the selected firm will be expected to work closely with District staff.
- B. The design-build firm shall perform the Scope of Services as divided into major tasks which will culminate in confirmations of the completion of the task by the District's staff and the District's decision to move on to the next task.
- C. The design-build firm shall collect any and all information to identify any characteristics that may influence the design or constructability of the facility.
- D. The design-build firm shall be responsible for any and all permits and applications for the Project.
- E. Value Management – The design-build firm shall incorporate synergies between users' needs, ease of constructability, life cycle cost considerations, and other factors to provide maximum performance and flexibility of least cost throughout the design process.
- F. Deliverables – All deliverables shall be provided in hardcopy and in electronic versions as required by the District.
- G. Progress meetings – meetings will be held at a minimum of bi-monthly, or as otherwise agreed.

10.0 EVALUATION CRITERIA

It is the intent of this RFP to obtain competitive proposals for providing services as outlined in the Scope of Services. The selection will be made for the most qualified firm using, but not limited to, the evaluation criteria listed herein. The firm may have full in-house capability or may offer a proposal in partnership with another firm or firms.

- A. The District intends to award a contract resulting from this RFP to the responsive and responsible proposer whose qualifications represent the best value after evaluation in accordance with the evaluation criteria set forth in this RFP.
- B. The District reserves the right to reject any and all proposals or waive any minor irregularity or technicality in proposals received.
- C. The District reserves the right to evaluate proposals and award a contract without interviews with Proposers. Therefore, the Proposer's Proposal should contain the Proposer's best presentation of the Proposer's capabilities and experience.
- D. Evaluation Process.
 - 1. The selection of the Contractor will be consistent with applicable state law and the District's policies and procedures.
 - 2. Proposers meeting the minimum qualifications will be identified.

DESIGN BUILD SERVICES FOR FIRE STATION NO. 6

3. An Evaluation Committee will review each proposal to determine if it is responsive to the requirements outlined in the RFP. Only proposals following the requirements of this RFP will be reviewed. Failure to comply with these requirements may cause the proposal to be declared non-responsive. The Evaluation Committee has the sole right to determine if any deviation from the requirements of this RFP is substantial in nature and may reject an unacceptable proposal. The District may allow an applicant to correct minor irregularities in a proposal. The Evaluation Committee meeting will be held at 10:00 a.m. on Wednesday, July 9, 2025, at 1225 14th Ave. W. Palmetto, FL 34221.
4. If requested during the Evaluation Committee Meeting, a proposer, if present, may be asked to clarify portions of its proposal. This will not be an opportunity to submit new information or modify an already submitted proposal.
5. Proposer is responsible for any expenses incurred in preparing their proposal and any presentations related to this RFP.
6. The Evaluation Committee shall rank the proposal on a scale of 0 to 100, with 100 being the highest. The following criteria will be used for the ranking with maximum points in parentheses:
 - i. Firms experienced in providing all required services, including previous design-build experience with similar projects. Applicant's architects must demonstrate substantial experience in the planning, design and administration of construction of similar facilities and on a procedure requiring the pre-qualification of general contractors. (10 points)
 - ii. Evaluation of the employees to be assigned to the Project and expertise of participating personnel. (10 points)
 - iii. Approach to providing the Scope of Services. Suggestions as to how the District might achieve its objectives to the fullest extent. (25 points)
 - iv. Location of design build firm's office where services will be rendered. (5 points)
 - v. Information on the work that requires subcontracting to other firms to perform under certain disciplines and qualifications of the proposed contractors. (5 points)
 - vi. Current workload and proposed schedule for completion and the ability to meet that schedule. (15 points)
 - vii. Favorable references with other commercial, preferably municipal and or fire rescue clients. (10 points)
 - viii. Overall quality of proposal. (20 points)
7. The Evaluation Committee will shortlist up to three (3) applicants based on the ranking and invite the short-listed applicants for oral presentations and interviews with the District's Board of Fire Commissioners at its regular meeting held at 6:00 P.M. on Thursday, July 17, 2025, at 823 49th St. E. Palmetto, FL 34221. The time for each presentation/interview shall consist of:
 - i. Fifteen (15) minutes for presentation
 - ii. Ten (10) minutes for questions and answers
 - iii. Five (5) minutes for transition from one proposer to the next.For a total allotted time of thirty (30) minutes for each proposer, if needed.

DESIGN BUILD SERVICES FOR FIRE STATION NO. 6

8. The evaluation process is designed to award and negotiate a contract resulting from this RFP to the applicant deemed by the District to be responsive and responsible who offers the best combination of attributes based upon the evaluation criteria. A responsive and responsible applicant is one that has submitted a response that conforms in all material respects to the RFP and who has the capacity in all respects to perform fully the contract requirements, and the integrity and reliability which will assure good faith performance.
9. Should the District be unable to negotiate a satisfactory contract with the selected applicant at a price the District determines to be fair, competitive, and reasonable, negotiations with that firm shall be formally terminated. The District shall then undertake negotiations with the second most qualified firm. Failing accord with the second most qualified firm, the District shall then undertake negotiations with the third most qualified firm. Should the District be unable to negotiate a satisfactory contract with any of the selected firms, the District will terminate negotiations.
10. The Proposer understands that this RFP does not constitute an agreement or contract with the District. The contract is not binding until the proposal is reviewed and accepted by the District's Board of Fire Commissioners and a contract is executed by all parties. It is the District's intent to award a contract to the responsible applicant whose evaluated proposal is determined to be in the best interest of the District. The District will provide written notice of acceptance of the proposal and award of contract to the successful proposer.

11.0 DELIVERY OF PROPOSAL

DO NOT RESPOND TO THIS RFP ON-LINE. All Proposals must be sealed and clearly marked with **DESIGN BUILD FOR FIRE STATION NO. 6**, and Proposer's name.

Proposal must be received by the District through U.S. mail, other carrier, or hand-delivery at 1225 14th Ave. W. Palmetto, FL 34221 no later than 3:00 P.M., EST on Monday, July 7, 2025, at 3:00 P.M. EST. For purposes of hand-delivered proposal, the District's business hours are Monday through Thursday from 7:30 A.M. to 4:30 P.M. Proposals received after the specified deadline, regardless of circumstances, will not be considered.

FAXES or E-MAIL DELIVERY OF PROPOSAL WILL NOT BE ACCEPTED.

12.0 SUBMITTAL REQUIREMENTS

Proposers must complete and return all information requested in this RFP document.

Proposer's proposal indicates a binding offer to the District and agreement of the terms and conditions referenced in this RFP.

Do not make any changes to the content or format of any form without the District's permission. All information must be legible. The person signing the Proposal must initial any corrections made. The Proposal must be signed by an official authorized to legally bind the Proposer to its provision. Include a memorandum of authority signed by an officer of the company if the signor is not listed as a corporate officer on the firm's SunBiz registration or corporate documents.

DESIGN BUILD SERVICES FOR FIRE STATION NO. 6

Proposer must submit one (1) signed original, one (1) copy and one (1) complete electronic copy (on a CD or USB flash drive) in a sealed package marked **DESIGN BUILD FOR FIRE STATION NO. 6** and delivered to the District no later than the official proposal due date and time. Any proposal received after this time will not be considered and will be returned unopened. The District is not liable or responsible for any costs incurred by any proposer in responding to this RFP including, without limitation, costs for product or service demonstrations if requested.

Proposal must be signed by an authorized representative of the submitting firm.

Any proposal which is substantially incomplete or lacks key information may be rejected by the District at its discretion. Proposal should be prepared simply and economically providing a straight-forward, concise description of the firm's capabilities to satisfy the requirements of the RFP.

SPECIFIC PROPOSAL REQUIREMENTS:

Proposal should be as thorough and detailed as possible so that the District staff may properly evaluate the proposal. The proposal must include the following to be considered complete.

1. RFP cover page completed. See attachment "A".
2. A written narrative for design-build firm(s) that includes:
 - a. Experience in providing the Scope of Services described herein, focusing on prior architectural, engineering and design-build services in similar types of projects.
 - b. Approach to providing the Scope of Services, including specific plans for providing the Scope of Services.
 - c. Name, qualifications and experience of personnel to be assigned to the Project.
 - d. Completed projects of similar scope and nature.
 - e. Current workload of company.
 - f. Location of office that will be assigned to the Project.
3. Identify and list any sub consultants to be used for the Project.
4. Copy of current state license, certification or registration for both design firm and construction firm.
5. Copy of current corporate charter registration(s) if the bidder(s) is a domestic (Florida) corporation or authority to transact business if the potential bidder is a foreign (non-Florida) corporation, as may be required by law.
6. Copy of current insurance coverage for both design firm and construction firm.
7. Attachment "B" – References to include three (3) projects with project name, current contact name, address, phone number, and e-mail address. Use separate reference sheet for design firm and construction firm.

DESIGN BUILD SERVICES FOR FIRE STATION NO. 6

Attachment “A”

Cover Page Format

The cover page must contain all of the information below in the same order and format.

**North River Fire District
Request for Proposal
Design Build Services for Fire Station No. 6**

Due: Monday, July 7, 2025, at 3:00 P.M. EST.
1225 14th Ave. W. Palmetto, FL 34221

Date received: ____ / ____ / 2025 Time _____ By: _____

Completed by Fire District Staff

Name of Firm or Company:

Address:

Phone Number:

Contact Name:

Phone Number:

E-Mail Address:

In compliance with this request for proposal and to all the conditions imposed herein, the undersigned principal of _____ is authorized to sign on behalf of the firm or company and agrees to furnish the services in accordance with the attached proposal or as mutually agreed upon by subsequent negotiations.

Signature

Date

Printed Name

Title

DESIGN BUILD SERVICES FOR FIRE STATION NO. 6

Attachment “B”

☐ Design Firm

☐ Construction Firm

Reference List of Three (3) Projects

1. Project Name/Date: _____

Project Address: _____

Type of Project: _____

Current Contact Name: _____ Phone: _____ E-Mail: _____

2. Project Name/Date: _____

Project Address: _____

Type of Project: _____

Current Contact Name: _____ Phone: _____ E-Mail: _____

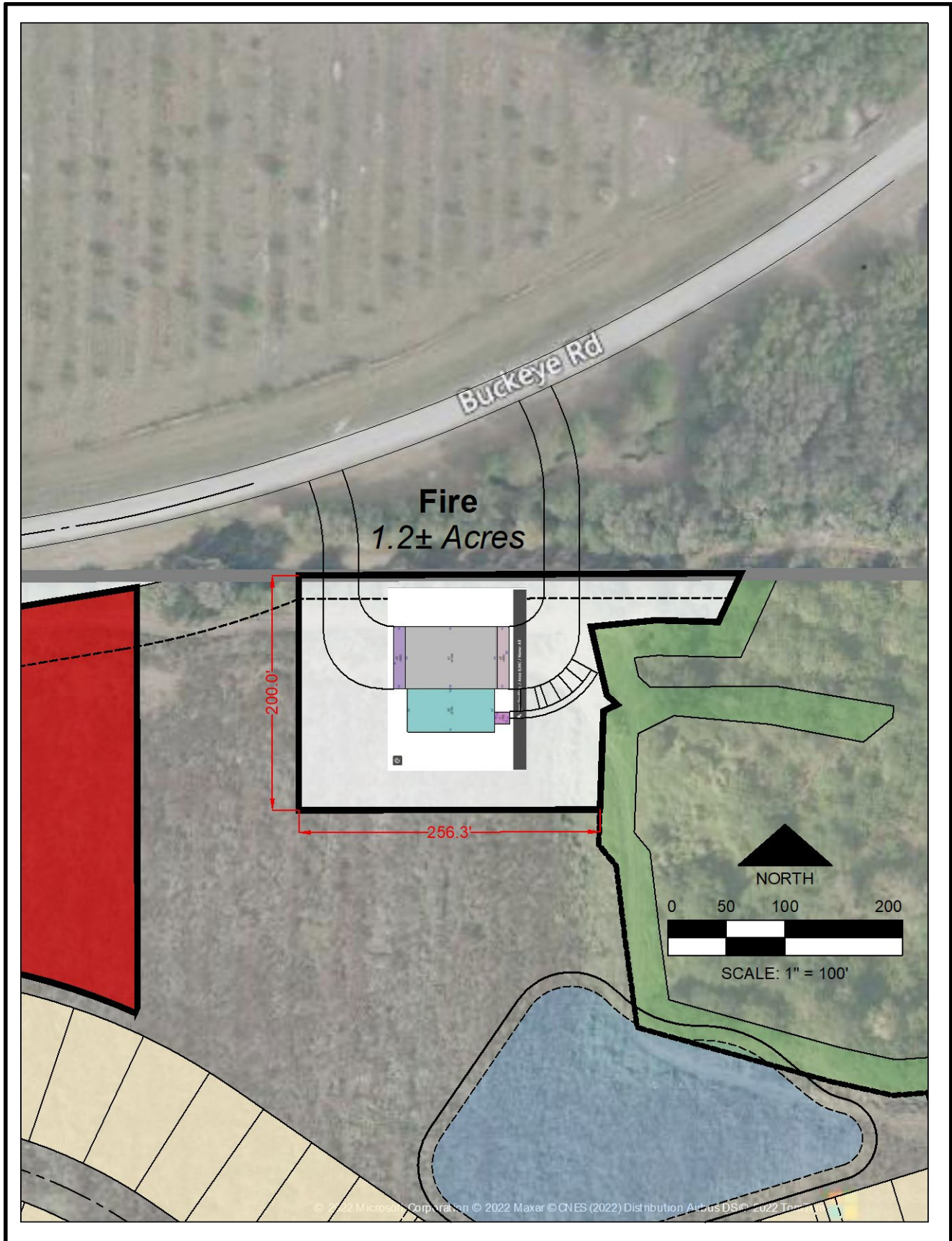
3. Project Name/Date: _____

Project Address: _____

Type of Project: _____

Current Contact Name: _____ Phone: _____ E-Mail: _____

DESIGN BUILD SERVICES FOR FIRE STATION NO. 6



DESIGN BUILD SERVICES FOR FIRE STATION NO. 6

