

Request for Statement of Qualifications and Experience For Conducting a Master Plan Study

The Board of Directors of the Carbondale & Rural Fire Protection District (“the District”) is soliciting Statements of Qualifications and Experience from professional consulting firms to conduct a Master Plan Study in order to describe the short-term (five year), intermediate-term (ten year) and long-term (twenty year) development to meet the fire service and emergency medical service demands of the District. The District will establish a Master Plan Committee (“the Committee”) to work with the Master Plan Consultant throughout the project. The Master Plan consultant services may include, but will not necessarily be limited to:

- **Pre-planning** – The pre-planning process includes an Initial Needs Determination and Development of Study Parameters.
- **Public Involvement** – Establish a public outreach & involvement program, identify and document the key issues of various stakeholders.
- **Existing Conditions** – Document current fire district inventory and compile pertinent data for use in subsequent plan elements. Data should include existing calls for service, existing and forecast demographics, assessor’s parcel data, existing roads, topography, aerial photographs, applicable planning documents and other environmental factors pertinent to the development of recommended improvements.
- **Service Need Forecasts** – Develop forecasts of service demand for short-, medium-, and long-term time frames.
- **Staffing Requirements** – Develop forecasts or both paid and volunteer staffing requirements for short, medium and long-term time frames.
- **Facility Requirements** – Assess the ability of the existing facilities and equipment to support the forecast demand. Identify the demand levels that will trigger the need for facility additions or improvements and estimate the extent of new facilities that may be required to meet that demand.
- **Alternatives Development and Evaluation** – Identify options to meet projected facility and staffing requirements. Assess the expected performance of each alternative against a wide range of evaluation criteria, including National Fire Protection Codes & Standards (NFPA), International Fire Code, 2009 edition (IFC), Insurance Services Office, Fire Suppression Rating Schedule (ISO), operational and financial impacts.
- **Implementation Plan** – Provide a summary description of the recommended improvements and associated costs.
- **Financial Feasibility Analysis** – Identify the financial plan for the District, describe how the District will finance the projects and staffing recommended in the Master Plan, and demonstrate the financial feasibility of the program.

PROPOSAL EVALUATION:

All Statements of Qualifications received will be evaluated on compliance with this request. Selection will be based upon the following criteria:

- General Approach to the Project. (50%)
- Qualifications and Capabilities of the Firm. (20%)
- Experience of the Key Personnel. (20%)
- Experience of the firm on comparable projects, verifiable through references. (5%)
- Familiarity with the Carbondale & Rural Fire Protection District and the needs of the community. (5%)

PROPOSAL REQUIREMENTS:

Statements of Qualifications and Experience shall be limited to a maximum of 10 pages, including all cover letters, tables of contents, resumes or any pre-printed or other promotional material included with the proposal whether bound or unbound. Pages left blank or dividers shall not be included in the page count. Interested consultants are to submit six (6) complete copies of the Statements of Qualifications and Experience by 4:00 pm September 26, 2014. Proposal documents should be clearly marked on the outside of the envelope with "Statements of Qualifications and Experience for Conducting a Master Plan Study - Consultant Selection". The information should be submitted to:

Carbondale & Rural Fire Protection District
c/o Gene Schilling, President of the Board
300 Meadowood Dr.
Carbondale, CO 81623

For further information please contact Jenny Cutright, Financial Manager at:
cutright@carbondalearfire.org

Please limit all communications to email only, no phone calls.

Proposals received after the deadline shall remain unopened and will under no circumstances be considered.

The proposal shall include, at a minimum, the following:

1. A cover letter.
2. A narrative summary detailing the Proposer's understanding of the requirements of the District and general approach to the project.
3. A general description of the Proposer's firm, including company organizational structure, size of company, and capabilities.
4. Identification of those key individuals who will be involved in the contemplated projects and their qualifications, backgrounds, experience, and specific responsibilities.
5. A representative list of previous clients and representative, comparable projects, and reference information (contact person and phone numbers).

A short list may be developed from submittals received. Consultants on the short list may be asked to attend an interview (telephone or in person) prior to final selection being made. The District reserves the right to forgo interviews and select from written proposals. A schedule of fees will be negotiated with the selected consultant for the services to be performed. It is the intent of the District to enter into a contract with the firm most qualified to perform the planning services required for the District's Master Plan Study.