



## ***COLORADO COUNTY EMERGENCY MEDICAL SERVICES***

**305 Radio Lane #101  
Columbus, TX 78934  
979-732-2188 Fax: 979-733-9635  
michael.furrh@co.colorado.tx.us**

Request for Quotations (RFQ)  
Colorado County EMS Station #3  
February 7<sup>th</sup>, 2023

### 1) INVITATION

The Colorado County EMS (Colorado County, Tx) is soliciting qualified companies to provide professional construction and construction inspection for a new EMS station. Firms with relevant experience in constructing EMS station or combination public safety buildings that house EMS, and the qualifications to perform the services outlined herein, are encouraged to submit a proposal. Firms may partner with other firms to ensure that the team provides the appropriate level of expertise in the required disciplines. However, teams must designate one lead firm. The lead firm shall be responsible for meeting all the requirements of the proposal.

The purpose of the RFQ process is to identify the firm the county determines is the best suited to support the county in this important project. Following an analysis of the responses to this RFQ, firm(s) may be invited for interviews, with one firm being selected for further negotiation. The firm ultimately awarded a contract by the County will provide services as directed by the County of Colorado.

All questions concerning this RFQ shall be directed in writing or in person, to Michael Furrh, EMS Chief, Colorado County EMS, 305 Radio Ln. #101, Columbus, TX 78934, 979-732-2188, or at [michael.furrh@co.colorado.tx.us](mailto:michael.furrh@co.colorado.tx.us), at least five (5) business days before the opening date. Questions received after this time will not be addressed. Responses from Colorado County that substantially alter this RFQ will be issues in the form of a written addendum to all those that have received and RFQ.

### 2) NATURE OF SERVICES REQUESTED

The County is seeking a firm to provide professional construction and construction inspection for a new EMS station #3. This station will consist of an approximate 120 x 52 foot building with two (2) pull through bays, one (1) back in bay. This project should also consist of all concrete, rough in plumbing and rough in electrical for all aspects of the completed building. A list of minimum conceptual design elements, as well as sample plans, have been developed and the site for the project has been chosen. The proposed site for the station will be located at 1003 Old Altair Rd., Eagle Lake, Tx 77434 and is approximately 3 acres in size.



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### 3) PROJECT / SCOPE OF WORK

A. Construction Administration: The selected firm will respond to the County's requests for information, review submittals and review payment applications. The County does not expect the scope of the construction to warrant a continuous on-site presence; however, the selected firm should plan on at least weekly project progress meetings with the County EMS Director or any other authorized county elected / appointed official. These may include other meetings or site visits as needed and include not fewer than four (4) site visits during construction. The selected firm will also conduct a final walk through and develop a final punch list at substantial completion.

### 4) DELIVERABLES

The completion of the above tasks will lead to the following deliverables:

- Bid documents
- Project Budget
- Building elevations
- Schematic site plans
- TxDOT Coordination

### 5) SELECTION CRITERIA

Each proposal will be evaluated based upon the documentation submitted and any interviews. The selection will be based on the following criteria:

- 50% experience with similar facilities
- 25% project / proposal approach
- 25% anticipated schedule

The County reserves the right to reject any or all proposals; to waive informalities and technicalities, and to accept any proposal the County deems to be the best interest for the County.



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### **6) INSURANCE REQUIREMENTS**

The successful firm shall agree to defend, indemnify, and hold the County harmless for all losses, damages and costs which arise because of the performance of this agreement, to the extent it is caused by the contractor, it's sub-contractor or anyone for whose act it may be liable. The selected firm shall carry insurance with the following limits:

- General Liability insurance in the amount of \$1,000,000 including protections for bodily injury and property damage with a combined single limit of \$500,000 for bodily injury and \$500,000 for property damage for each occurrence.
- Professional Liability insurance for negligence, in the amount of \$1,000,000 per claim and annual aggregate.
- Automobile Liability insurance providing limits of \$1,000,000 per occurrence.
- Worker's Compensation insurance, in accordance with Texas law.

The firm shall provide copies of all certificates of insurance prior to commencement of work. The certificates shall name the County as additional insured. An insurance carrier authorized to do business within the state of Texas shall issue these certificates. The certificates shall contain a provision that coverage afforded under the insurance certificates policies will not be canceled or materially changed unless at least thirty (30) calendar days prior written notice by registered letter has been given to the County.

### **SUBMISSION REQUIREMENTS**

#### **A. Submittal Documents:**

- a. Five (5) hard copies of the proposal, including attachments.
- b. One (1) electronic copy.
- c. Cost proposal and proposed schedule of progress payments. The County will withhold ten percent (10%) of each progress payment (retainage). The retainage shall be released upon satisfactory completion of the project.

#### **B. Submittal Content: Each submittal shall be organized in the following order:**



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- a. Cover:
    - Shall be titled: "Services for EMS Station #3 for Colorado County, Tx"
  - b. First page:
    - Name of the firm, project team manager, submittal date.
  - c. Table of contents:
    - Include a table of contents with page numbers
  - d. Transmittal letter (contents):
    - Introduction to the firm;
    - Summarize why the respondent believes itself to be the most qualified;
    - Statement that to the best of the respondent's abilities, all information contained in the RFQ submittal is complete and accurate;
      - a. Project approach
      - b. Description of sub-contractors
      - c. Firm's expectations of the County
      - d. Past litigation, if any
    - Statement granting the County of Colorado and its representative authorization to contact any previous client of the respondent (or respondent's team member) for purpose of ascertaining an independent evaluation of the respondent's or a respondent's team member's performance; and
    - At least one copy of the transmittal letter must have the original signature of an officer of the principal responding firm.
- C. Proposal
- a. Provide a detailed description of the firm's proposed approach to the project and how it intends to ensure that the County's needs will be met.
  - b. Include a projected timeline to reach the progress milestones, and ultimately, successful completion of the project.
  - c. Estimate the amount of effort, in hours, dedicated to each phase of the project by the project / design team.
- D. Summary of relevant projects
- a. List projects you believe demonstrate an ability to successfully meet the requirements of this RFQ. List no more than six (6) relevant projects. A relevant project is one which best exemplifies your qualifications. It should involve planning clients, and detail the services you provided:
    - Name of project



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- Plan or planning projects objectives
- Client
- Total project cost
- Project description, including public process (if any)
- Describe the services your firm provided and any project partners
- Project consistency with budget and timeline / deadlines
- Reference list related to these projects

### E. Design team resumes

- a. Provide resumes and qualifications of the primary members of the team that will be assigned to work on and be responsible for the successful completion of this project.

Submittals shall be delivered to the following addressee on or before Wednesday, March 15<sup>th</sup> before 5 p.m. Once submittals are received, they will be presented to Commissioner's Court and forwarded to the county's grant administrator for further review.

Chief Michael A. Furrh

305 Radio Ln. #101

Columbus, Tx 78934

[michael.furrh@co.colorado.tx.us](mailto:michael.furrh@co.colorado.tx.us)

The County welcomes questions on or before March 15<sup>th</sup>, 2023 regarding this solicitation. Questions should be emailed to: Michael A. Furrh, EMS Chief at michael.furrh@co.colorado.tx.us