Notice
Request For Proposals
For Architectural Services for Fire Station Construction
Eagle County, Colorado

Issue Date: 9/15/2026
Updated: 10/15/2026

Eagle River Fire Protection District ("ERFPD") is soliciting proposals from qualified architects to complete architectural designs and reports for fire station construction. The purpose of this Request for Proposals (RFP) is to select a qualified architect to complete an preliminary architectural report (PAR), design, bid, and provide a resident inspector for a fire station that complies with United States Department of Agriculture (USDA) Rural Development Authority requirements, National Environmental Protection Act (NEPA) requirements, and all other relevant State of Colorado and Federal requirements. The complete RFP, including submission requirements, is available on the ERFPD official website at: https://eagleriverfire.org/

Proposals must be received by 5 p.m., MST, on 11/13/2026

ERFPD RFP Contact Information:
Hugh Fairfield-Smith
Division Chief of Wildfire
Hfairfield-smith@eagleriverfire.org

Notice of this Request for Proposal ("RFP") has been published on ERFPD's official website. Any modifications to this RFP or addenda pertaining to this RFP will be published to the ERFPD website, and all proposers are responsible for periodically checking the ERFPD website for relevant updates prior to submission of the proposal. Notice and updates will also be published in the Vail Daily newspaper.

Request For Proposals
Project Description

The Eagle River Fire Protection District (ERFPD), in coordination with regional partners, is seeking qualified architects to complete a preliminary architectural report (PAR), design, bid, and provide a resident inspector for a fire station construction in Wolcott, Colorado. This fire station would be staffed 24/7 and house the inter-agency wildland division personnel. These must be compliant with all USDA Rural Development Authority requirements, NEPA requirements, and other relevant state and federal requirements.

The intent of this Request for Proposals (RFP) is to select a qualified architect to complete all research, forms, and reports required by the USDA Rural Development Authority and NEPA to prepare for the construction of a fire station.

The fire station will be constructed to house Eagle River Fire Protection District crews and apparatus for all-hazards emergency response, and Eagle Valley Wildland crews and apparatus for specialized wildfire response. It will also house training and meeting space, offices, an equipment cache, and living quarters for personnel. Areas on the property may also provide parking for trailers associated with emergency response.

It will be constructed in Wolcott, Colorado, close to major road and power infrastructure, and close to the Eagle River. Its response area would encompass residential areas in Wolcott, as well as public lands that experience heavy recreational use. Crews at the station will also provide mutual aid to neighboring fire districts when called upon.

ERFPD is a recipient of Congressionally Directed Spending for the fire station construction, and is subject to all requirements of the USDA Rural Development Authority and NEPA for the completion of the PAR, design, bid, and resident inspector provision.

Respondents to this RFP shall provide all documentation listed in the proposal requirements.

ERFPD reserves the right to award work to multiple architects based on capability, experience, and project requirements.

Request For Proposals
General Terms

1. All interested parties are invited to submit a proposal in accordance with the terms, conditions, and specifications herein. ERFPD may select one or more proposals that it determines serves the best interests of ERFPD.

2. ERFPD reserves the right, in its sole discretion, to reject any and all proposals submitted in response to this RFP or to waive or not waive informalities or irregularities in proposals received or RFP procedures. ERFPD reserves the right to disregard nonconforming, nonresponsive, or conditional proposals, act in the best interest of ERFPD, accept or reject any or all proposals, and terminate, modify, or suspend the RFP process. ERFPD reserves the right to re-advertise or to otherwise provide the services as determined by ERFPD to be in its best interest and to accept any portion of a proposal deemed to be in the best interests of ERFPD. This RFP does not commit ERFPD to award a contract.

3. If it becomes necessary to revise any part of the RFP, addenda will be provided through posting on ERFPD's website.

4. Any contract awarded as a result of this RFP will be non-exclusive. ERFPD reserves the right to purchase supplies or services from any person or entity.

5. Prior to commencing services, the selected Respondent is expected to sign ERFPD's standard Services Agreement.

6. This RFP does not obligate ERFPD or the selected Respondent to provide any services or make any payments unless and until a contract is signed and approved by both parties. This RFP requires a separate written contract to be prepared in substantially the same form as the attached Services Agreement.

7. Respondents are responsible for becoming fully informed regarding all circumstances, information, laws, and any other matters that might, in any way, affect the Respondent's role and responsibilities. Any failure to become fully knowledgeable shall be at the Respondent's sole risk. ERFPD assumes no responsibility for any interpretations made by Respondents on the basis of information provided in this RFP or through any other source.

8. The successful Respondent shall be responsible for obtaining any necessary licenses, fees, or permits without any additional expense to ERFPD. The Respondent shall be appropriately licensed, insured, and carry the appropriate permits as required by law.

9. ERFPD, as a political subdivision of the State, is exempt from all sales and use taxes. Following execution of the Services Agreement, a tax exemption certificate will be furnished by ERFPD upon request by the successful Respondent(s).

10. ERFPD assumes no liability for payment of any pre-contractual expenses incurred by any Respondent, including but not limited to costs and expenses incurred in connection with preparation or submission of proposals.

11. No work shall commence, nor shall any invoices be paid until the successful Respondent has entered into a fully executed agreement with ERFPD and furnishes all required proof of insurance.

12. Upon selection by ERFPD of the successful Respondent(s), if a Services Agreement satisfactory to ERFPD cannot be reached, ERFPD may enter into negotiations with one or more Respondents not previously selected or choose to discard all proposals.

13. The successful Respondent will perform all of the work or services indicated in the proposal in compliance with the executed Services Agreement, as may be amended.

14. The successful Respondent shall comply with the insurance requirements set forth in the Services Agreement.

15. In the event of any conflict between the RFP and the Services Agreement, as may be modified subject to the terms of this RFP, the terms of the Services Agreement shall control.

16. ERFPD is a quasi-municipal corporation and political subdivision of the State of Colorado subject to the Colorado Open Records Act, § 24-72-200.1, *et seq.*, C.R.S. ("CORA"). Any proposals submitted hereunder are subject to public disclosure by ERFPD pursuant to CORA. Respondents may submit one (1) additional complete proposal marked "FOR PUBLIC VIEWING." The Respondent may redact text and data deemed confidential or proprietary in this proposal version under CORA. Such a statement does not necessarily exempt such documentation from public disclosure if required by CORA, by order of a court or appropriate jurisdiction, or other applicable law. Generally, under CORA trade secrets and confidential commercial and financial information is not required to be disclosed by ERFPD. Proposals may not be marked "Confidential" or "Proprietary" in their entirety. The respondent acknowledges that ERFPD may release information in its custody in accordance with applicable law, as determined in ERFPD's sole discretion. Any contract provisions resulting from this RFP will be public information.

17. The Respondent, by submitting a proposal, agrees to not unlawfully discriminate against any employee, or applicant for employment, of the Respondent or ERFPD or any member of the public on the basis of disability, race, sex, age, national origin, religion, sexual orientation, gender identity or expression, marital or military status, pregnancy, political affiliation or any other status protected by federal or state law.

18. The laws of the State of Colorado shall govern this RFP. Venue for any dispute arising out of or relating to this RFP shall be in the State of Colorado District Court for Eagle County.

Request For Proposal
Selection Criteria

1. ERFPD will evaluate all proposals that conform in all material respects to the requirements contained in the RFP. Proposals will be reviewed by a selection committee and may be subject to additional review as deemed necessary in ERFPD's sole discretion.

2. Respondents may be asked to supplement their initial proposals with additional written material. ERFPD may short-list respondents based upon an evaluation of the written submittals. ERFPD may arrange for in-person presentations by the short-listed Respondents. ERFPD reserves the right to award one or more than one Respondent, as is in ERFPD's best interest.

3. ERFPD will select the proposal that, in its sole discretion, is in the best interest of ERFPD. Proposals will be evaluated and scored based on the following criteria:

a. Qualifications and experience; (**20 points**)
b. The ability to effectively complete the scope of work during the defined schedule; **(10 points)**
c. Compliance with all applicable laws, regulations, and agency requirements; **(10 points)**
d. Demonstrated coordination and facilitation skills; **(15 points)**
e. Capacity to perform work within a defined budget; **(15 points)**
f. A comprehensive budget for preparing all documents (including billing rates (hourly) to remain in effect through the duration of the project, fees related to

gathering data, and any other miscellaneous fees related to the completion of the assessment); **(10 points)**

g. Reference feedback; **(10 points)**
h. Any other criteria deemed material that sets the Respondent apart from other candidates **(10 points)**

Request For Proposal

Proposal Submittal Requirements

1. All proposals must be submitted by 5 p.m., MST, on 11/13/2026 to Hugh Fairfield-Smith, Division Chief of Wildfire at hfairfield-smith@eagleriverfire.org. Proposals must be submitted as a single PDF document. All email submissions must have the subject line "Response to RFP for Architectural Services for Fire Station Construction." Proposals submitted without the proper subject line may not be considered. Proposals received after the proposal deadline may not be considered.

2. All questions regarding this RFP must be submitted to Hugh Fairfield-Smith at hfairfield-smith@eagleriverfire.org by 5 p.m., MST, on 11/6/2026. All question submissions must have the subject line "Question Re RFP for Architectural Services for Fire Station Construction." Questions submitted without the proper subject line may not be considered. Please email to verify receipt of your questions if you do not receive a response. Questions submitted after the question submission deadline may not receive responses. No questions will be answered verbally. Oral interpretations shall be of no force and effect. No later than 11/11/2026, responses will be published as an RFP Addendum on the ERFPD website.

3. Any modifications to this RFP or addenda pertaining to this RFP will be

published to the ERFPD website, and all proposers are responsible for periodically checking the ERFPD website for relevant updates prior to submission of the proposal.

4. Proposals may be withdrawn within forty-eight (48) hours of submission. Following the forty-eight (48) hour withdrawal period, proposals are binding for a period of ninety (90) days.

5. The proposals shall be considered technical offers of what the Respondent proposes to provide and shall be incorporated into the contract award as deemed appropriate by ERFPD. A proposal that only includes some of the information required may be considered non-responsive and subject to rejection. All proposals shall include the following information:

a. **Cover Sheet**. State the name of the Respondent, address, telephone number, website URL, and contact person's name and email address.
b. **Proposal Form**. The Proposal Form attached to this RFP as Appendix A must be signed and submitted.
c. **Qualifications**. Briefly explain the Respondent's qualifications to provide the services requested, including the following:
    i. Time in business;
    ii. Number of employees;
    iii. Volume of business in Colorado during the past five (5) years (including number of projects and dollar total);
    iv. A description of what differentiates Respondent's services from that of Respondent's competitors;
    v. Similar project experience;
    vi. Proposed scope of services;
    vii. Proposed project team;
    viii. Evidence of any necessary licensure, registrations, and credentials, including information on any revocation or suspension.
d. **Proposed Schedule**. The work may commence as early as December 7, 2026, and respondent must present a proposed end date. The finalized schedule may be negotiated at the time of contracting.
e. **Environmental Laws & Regulations**. Detail how compliance with local, state, and federal environmental laws & regulations will be maintained.
f. **Budget/Pricing**. Provide an hourly rate, any fees associated with data collection, and an overall cost estimate to provide the services described.
g. **Familiarity with Eagle County**. Describe the respondent's familiarity with Eagle County.
h. **Services Agreement Comments**. Provide any comments or amendments to the proposed form of Services Agreement included in Appendix B, including, without limitation, the insurance requirements. Post-award comments and

amendments to the Services Agreement not included in the proposal shall not be considered.

i. **References**. Provide three (3) references from clients who received similar services from Respondent in the past three (3) years. Include the name of the entity, the contact's name, and the telephone number. ERFPD may not be used as a reference.

j. **Legal Disclosures**. Disclose any lawsuits, federal, state, or local tax lines, or any potential claims or liabilities against the Respondent, Respondent's company, or the officers of the company at this time or within the last three (3) years. If disclosures are applicable, please explain. The Respondent will be required to fill out AD-1048 "Certification of Disbarment, Suspension, Ineligibility, and Voluntary Exclusion-Lower Tier Covered Transactions" prior to beginning work.

k. **Conflicts**. Disclose all potential conflicts of interest.

l. **Additional Information**. Include any additional information that the Respondent believes is valuable to assessing the proposal.

Request For Proposal
Appendix A

Proposal Form

This Proposal Form Must Be Signed And Returned With Your Proposal!

TO: Hugh Fairfield-Smith
Hfairfield-smith@eagleriverfire.org
Re: RFP for Architectural Services for Fire Station Construction 2026

The Respondent, having examined all documents related to the above-referenced RFP:

a. Has read and agrees to be bound by and to comply with all conditions, requirements, and instructions of the RFP.
b. Represents that all statements and representations made in the proposal are true to the best of the Respondent's knowledge and belief.
c. Confirms that the Respondent can meet the terms provided in the proposal.
d. Understands that any changes to ERFPD's Services Agreement that are not included in Respondent's proposal shall not be considered.
e. Acknowledges the right of ERFPD in its sole discretion to reject any or all proposals submitted and that an award may be made to a Respondent even though such award does not represent the lowest cost.
f. Acknowledges and agrees that ERFPD's selection of the successful Respondent(s) shall be final, and not subject to appeal.
g. Agrees that the method of award is acceptable.
h. Agrees to complete the Services Agreement with ERFPD within thirty (30) days of notice of the award and acknowledges that if the Services Agreement is not executed within thirty (30) days, ERFPD reserves the right to cancel the award.
i. Acknowledges that addenda to the RFP are posted on the ERFPD website.
j. Acknowledges and agrees that proposals may be withdrawn within forty-eight (48) hours of submission and following the forty-eight (48) hour withdrawal period, proposals are binding for a period of ninety (90) days.

By submission of this proposal, and signature below, the Respondent acknowledges that the Respondent has the authority to sign this Proposal Form and bind the company named below.

Company Name: _____

Title of Respondent: _____

Legal Name of Respondent: _____

Signature of Respondent:

Request For Proposal
Appendix B

Sample contract available upon request