



# Wellington Fire Protection District

Wellington Fire Protection District  
c/o Ashley Macdonald  
8130 3<sup>rd</sup> St  
PO BOX 10  
Wellington, CO 80549

**RE: REQUEST FOR QUALIFICATION 2021-02; Design & Build Assistance Services for Fire Station and Training Center**

To whom it may concern:

The Wellington Fire Protection District (WFPD) is requesting proposals from qualified design consultants to assist in the design of new construction and alterations, and to provide expert assistance during the planning and construction stages for new fire station/training center. Design Assistance consultants shall apply to WFPD to be part of the program. Consultants meeting the criteria, as determined by the WFPD RFQ Review Committee, will be placed on a list that will be provided to the WFPD Board of Directors. Consultants on the list must have demonstrated their competency in historically compatible projects.

**Proposals submission via email is preferred. Proposals shall be submitted in Microsoft Word or PDF format and emailed to: [amacdonald@wfpd.org](mailto:amacdonald@wfpd.org) .** If electing to submit hard copy proposals instead, five (5) copies, will be received at the WFPD Administrative Office and reference as Proposal No. 2021-02. If delivered, they are to be sent to 8130 3rd St. Wellington 80549. If mailed, they are to be sent to PO BOX 10, Wellington, CO 80549. **Proposals will be received on or before 5:00 pm (our clock), May 31, 2021 and referenced Proposal 2021-02.**

WFPD encourages all disadvantaged business enterprises to submit proposals in response to all requests for proposals and will not be discriminated against on the grounds of race, color, national origin for all proposals for negotiated agreements.

Questions concerning the scope of the project should be directed to Ashley Macdonald, Deputy District Manager at (970) 302-6943.

Questions regarding the bid submittal or process should be directed to Ashley Macdonald, Deputy District Manager at (970) 302-6943.

A copy of the Proposal may be obtained as follows:

**Download the Proposal/Bid from <https://www.wfpd.org/rfqs-rfps>**

WFPD is subject to public information laws, which permit access to most records and documents. Proprietary information in your response must be clearly identified and will be protected to the extent legally permissible. Proposals may not be marked 'Proprietary' in their



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entirety. Information considered proprietary is limited to material treated as confidential in the normal conduct of business, trade secrets, discount information, and individual product or service pricing. Summary price information may not be designated as proprietary as such information may be carried forward into other public documents. All provisions of any contact resulting from this request for proposal will be public information.

**Sales Prohibited/Conflict of Interest:** No officer, employee, or member of the Board of Directors shall have a financial interest in the sale of any real or personal property, equipment material, supplies or services where such officer or employee exercises directly or indirectly any decision-making authority concerning such sale or any supervisory authority over the services to be rendered. This rule applies to subcontracts with WFPD. Soliciting or accepting any gift, gratuity favor, entertainment, kickback, or any items of monetary value from any person who has or is seeking to do business with WFPD is prohibited.

**Collusive proposals:** Any proposal deemed to be collusive will be rejected and reported to authorities as such. Your authorized signature of this proposal assures that such proposal is genuine and is not a collusive or sham proposal.

WFPD reserves the right to reject all proposals and to waive any irregularities or informalities.

Sincerely,

Ashley R. Macdonald  
Deputy District Manager