



MISSOULA RURAL FIRE DISTRICT  
REQUEST FOR PROPOSALS  
STATION 6 ROOF REPLACEMENT

Notice is hereby given that the Missoula Rural Fire District ("Fire District") is seeking proposals from qualified contractors to remove the existing roofing and furnish materials to complete the installation of a new pitched roof on Station 6 located at 8455 Mullan Road, Missoula, Montana.

Copies of the RFP and all questions relating to the scope of services should be directed to: MMW Architects, Kent Means: 125 West Alder Street, Missoula, Montana 59802; (406) 543-5800; kent@mmwarchitects.com. Questions relating to proposal procedures should be directed to Chris Newman, Fire Chief (406)549-6172, cnewman@mrfdfire.org.

Proposals are due no later than 5:00 p.m. on June 12, 2023 and must be provided as a single, searchable PDF document file and be submitted digitally as an email attachment to cnewman@mrfdfire.org. The subject line of the transmittal email shall clearly identify the RFP title, company name and due date/time. The Respondent is solely responsible for assuring delivery by the deadline. Late proposals will NOT be accepted.

Public opening of the proposals will occur at the Fire District Board of Trustees meeting on June 13, 2023 at 4:00 p.m. located at 2521 South Ave West, Missoula, Montana.

A mandatory site visit is scheduled for May 25, 2023 at 10:00 a.m.

Dated this 9th day of May, 2023

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Ben Murphy  
Chair, Board of Trustees  
Missoula Rural Fire District

Publish:

Missoulian: May 12, 2023 & May 19, 2023



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REQUEST FOR PROPOSALS  
STATION 6 ROOF REPLACEMENT

Notice is hereby given that the Missoula Rural Fire District ("Fire District") is seeking proposals from qualified contractors to remove the existing roofing and furnish materials to complete the installation of a new pitched roof on Station 6 located at 8455 Mullan Road, Missoula, Montana.

I. INTRODUCTION

This Request for Proposal ("RFP") is issued under the authority of the Missoula Rural Fire District Procurement Policy. The RFP process is a procurement option which allows the award to be based on evaluation criteria in addition to cost. Only the evaluation criteria outlined in this RFP will be used.

The Fire District encourages free and open competition to obtain quality, cost-effective services and products. The specifications contained in proposal requests are designed to accomplish this objective.

II. INSTRUCTIONS TO RESPONDENTS/SUBMISSION PROCEDURES

Copies of the RFP and all questions relating to the scope of services should be directed to: MMW Architects, Kent Means: 125 West Alder Street, Missoula, Montana 59802; (406) 543-5800; kent@mmwarchitects.com. Questions relating to proposal procedures should be directed to: Chris Newman, Fire Chief: (406) 549-6172; cnewman@mrfdfire.org.

Proposals are due no later than 5:00 p.m. on June 12, 2023 and must be provided as a single, searchable PDF document file and be submitted digitally as an email attachment to cnewman@mrfdfire.org. The subject line of the transmittal email shall clearly identify the RFP title, company name and due date/time. The Respondent is solely responsible for assuring delivery by the deadline. Late proposals will NOT be accepted.

Public opening of the proposals will occur at the Fire District Board of Trustees meeting on June 13, 2023 at 4:00 p.m. located at 2521 South Ave West, Missoula, Montana.

The deadline for questions related to this RFP is 5:00 p.m. on May 30, 2023. Any interpretation or correction of this RFP will be emailed to all recipients of this RFP by 5:00 p.m. on June 2, 2023.

A mandatory site visit is scheduled for May 25, 2023 at 10:00 a.m.

By offering to perform services under this RFP, all Respondents agree to be bound by the laws of the State of Montana, including, but not limited to, applicable wage rates, payments, gross receipts taxes, building codes, public works contracts, equal opportunity employment practices, safety and non-discrimination statutes.

### III. RFP TIMELINE

EVENT	DATE
RFP Issue Date	May 9, 2023
Publication Dates	May 12, 2023 & May 19, 2023
Mandatory Site Visit	May 25, 2023
Deadline for Questions	May 30, 2023
Proposal Due Date	June 12, 2023
Evaluation of Proposals	June 13-15, 2023
Respondent Interviews (if necessary)	TBD
Contract Award	TBD

### IV. SCOPE OF SERVICES

The project consists of construction of a pitched roof using framing and trusses to cover an existing flat roof on Station 6 of approximately 1554 square feet. The project will require removal of some existing roof, framing, gutter and siding components that are comprised of asphalt shingles, flat roof membrane, rigid foam insulation, plywood, concrete lap siding and flashing. Additional framing to tie the new pitched roof to the existing pitched roof will be required to maintain the pitch and roof line(s). The new roof will be sheathed and roofing material applied and mechanical and plumbing extension associated with raising the roof line will be necessary. The project also includes siding, gutter and paint. Architectural plans and specifications developed by MMW Architects are attached as Exhibit A and incorporated herein.

### V. PROPOSAL REQUIREMENTS

Respondents interested in providing the services described above are requested to submit the following information. Responses to each item should appear in the same order as in this RFP and should identify the item to which the responses apply.

#### a) Company Profile & Experience of Personnel

- Introductory letter or statement of interest;
- Firm name, address, and principal contact for this RFP;
- A general description of the firm including its primary source of business, organizational structure and size, number of employees, and years of experience performing services or supplying products similar to those described within this RFP;
- A summary of qualifications, work experience, education, certification, and skills for all key personnel; and
- Provide a list of subcontractors that will be performing the work.

#### b) Company Experience/References

- A list of three similar past projects or products provided;
- The dates the services/products were provided;
- The client for whom the services were provided; and
- Contact information for the client.

#### c) Project Timeline

- Provide a timeline for project completion.

d) Cost Proposal/Warranties

- Detailed cost breakdown to complete project;
- Detailed extended material and labor warranties applicable to project; and
- Identify and describe any other important cost-based information such as additional charges for unanticipated events and how they would be determined.

All proposals must be signed by an individual legally authorized to bind the Respondent. All proposals submitted shall be legally binding upon the Respondent for 120 calendar days from the proposal submission deadline. Negligence on the part of the Respondent in preparing the proposal confers no right of withdrawal after the time fixed for submission of proposals.

VI. CLASSIFICATION AND EVALUATION OF PROPOSALS

Classification

All proposals will be classified as either "responsive" or "non-responsive." A proposal is considered "responsive" if it conforms in all material respects to the requirements of the RFP.

Responsibility

The evaluation committee will make a determination whether a Respondent has met the standards of responsibility based on the requirements of the RFP. Factors used to determine the responsibility may include whether the Respondent has:

- The appropriate financial, material, equipment, or human resources to meet all contractual requirements;
- The legal ability to contract with the Fire District;
- A satisfactory record of past performance.

A Respondent may be deemed "nonresponsible" at any time during the procurement process if information surfaces to support such a determination.

Evaluation of Proposals

The evaluation committee will review and evaluate the proposals according to the below criteria based on a total number of 100 points:

Company Profile & Experience of Personnel	25 points
Company Experience/References	25 points
Project Approach/Timeline	25 points
Cost/Warranties	25 points

The evaluation committee may ask Respondents to appear for interviews or to provide written responses to items requiring clarification. Any costs associated with interviews or product demonstrations are the sole responsibility of the Respondent.

The Fire District may make such investigations as are deemed necessary to determine the ability of the Respondent to provide the services specified. The Fire District reserves the right

to reject any proposal if the evidence obtained fails to satisfy the Fire District that the Respondent is properly qualified to perform the obligations of the contract. This includes the Fire District's ability to reject a proposal based on negative references.

After the evaluation of the proposals and interviews, if conducted, the evaluation committee will recommend a contract award, which will be communicated to the selected Respondent. If the Respondent does not accept all material terms of Fire District's contract, the Fire District may move to next ranked Respondent or cancel the RFP. The work described in the RFP may begin only after the contract is signed by all parties.

## VII. PUBLIC INFORMATION

All information received in response to this RFP, including copyrighted material, is deemed public information and with one exception will be available for public viewing and copying after the proposal deadline. The public will not be able to view bona fide trade secrets meeting the requirements of the Uniform Trade Secrets Act, Title 30, Chapter 14, Part 4, MCA. Confidential information meeting the requirements of the Uniform Trade Secrets Act will be available for review only by the Fire Chief, the evaluation committee members, and limited other designees.

Before the RFP is made available to the public, the Fire Chief will remove the confidential information if the following conditions are met:

- Confidential information is clearly marked and separated from the rest of the proposal.
- No confidential material is contained in the cost section.
- An affidavit from the Respondent's legal counsel attesting to and explaining the validity of the trade secret claim is attached to the proposal. Counsel must use the State of Montana "Affidavit for Trade Secret Confidentiality" in requesting the trade secret claim. This affidavit form is available at the State Procurement Bureau's website (<https://spd.mt.gov>).

The Respondent shall pay all legal costs and fees associated with defending a claim for confidentiality if a "right to know" request is received from another party.

## VIII. RESERVATION OF RIGHTS

This RFP shall not commit the Fire District to enter into an agreement, to pay any expenses incurred in preparation of any response to this request, or to procure or contract for any supplies, goods or services.

The Fire District reserves the right to:

- Cancel or terminate this RFP;
- Reject any or all proposals received in response to this RFP;
- Waive any minor irregularities, informalities, or failure to conform to the RFP.

# EXHIBIT A

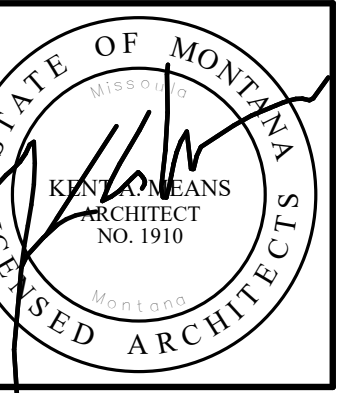




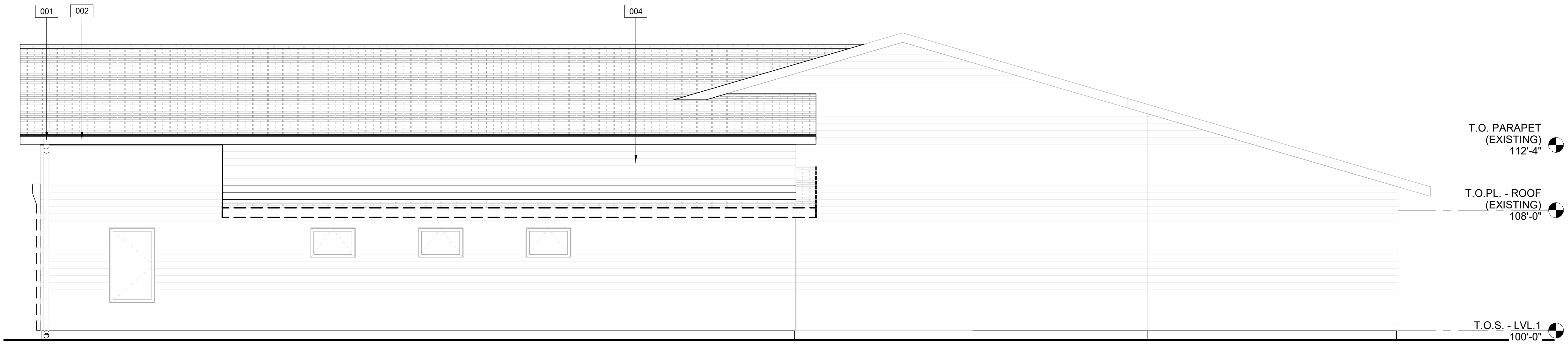




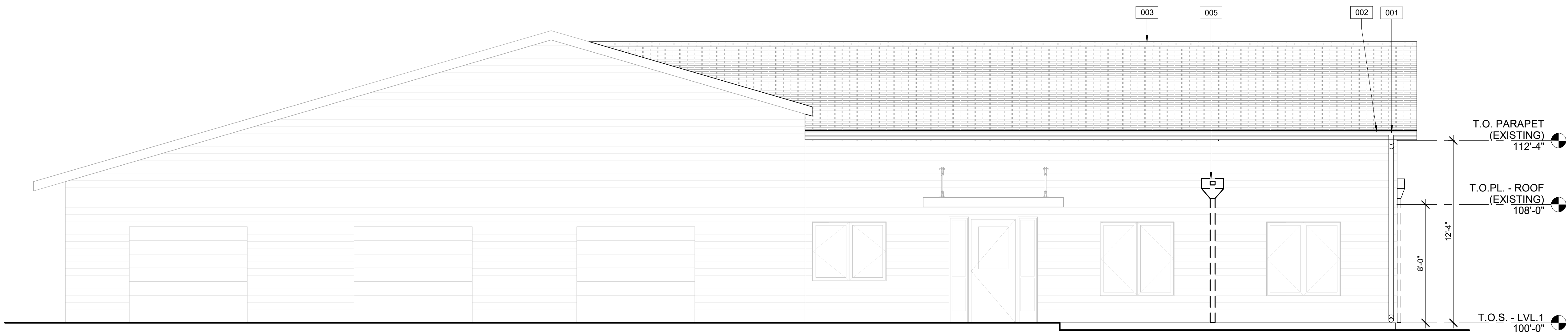




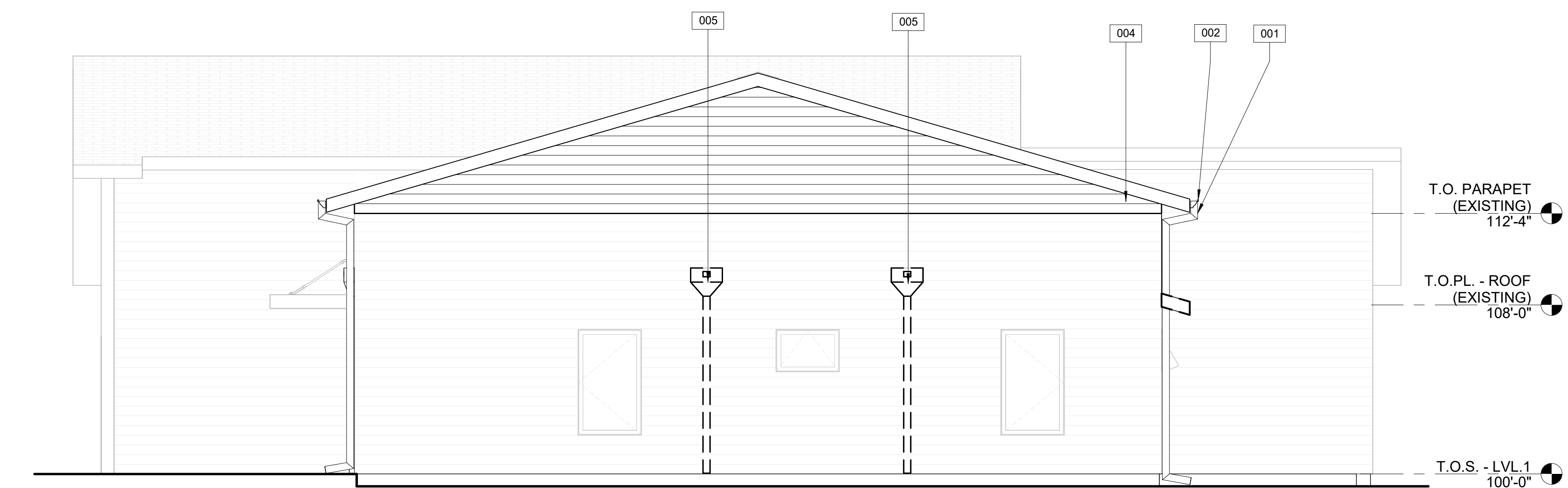
**MRFD MULLAN ROOF**  
 MISSOULA RURAL FIRE STATION  
 MISSOULA, MT



**1 NORTH**  
 1/4" = 1'-0"



**2 SOUTH**  
 1/4" = 1'-0"



**3 EAST**  
 1/4" = 1'-0"

**LEGEND - ELEVATIONS**

	EXISTING SIDING
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**KEY NOTES - ELEVATION**

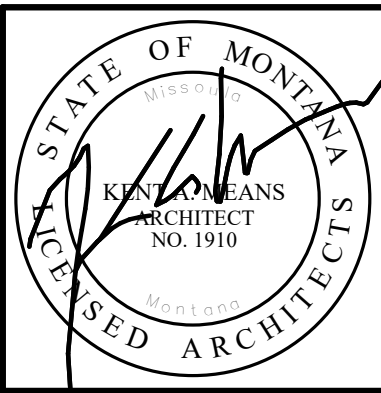
001	DOWNSPOUT
002	GUTTER
003	RIDGE VENT, SINGLE OVER
004	NEW SIDING, MATCH EXISTING
005	REMOVE SCUPPER AND DOWNSPOUT, FILL PENETRATION IN EXISTING PARAPET WITH FRAMING, SHEATHING, PATCH SIDING

**REVISION SCHEDULE**

#	DESCR	DATE

PROJECT # 23.008  
 DATE 03.20.2023

**ELEVATIONS**



**GENERAL NOTES**

- SEE WINDOW AND DOOR LEGEND FOR WINDOW SIZES AND INFORMATION.
- SEE FLOOR PLANS FOR INTERIOR WALL TYPES.
- COORDINATE WITH MECHANICAL FOR CEILING FRAMING DEPTH. SEE ASSEMBLIES FOR CONTRACTOR'S OPTION FOR CEILING FRAMING TYPES.

**KEY NOTES - SECTIONS**

- 002 GUTTER
- 003 RIDGE VENT, SINGLE OVER
- 006 REMOVE 4'-0" OF ROOFING AND SHEATHING FULL LENGTH OF EXISTING ROOF
- 007 REMOVE ALL EXISTING ROOF MEMBRANE
- 008 REMOVE 2'-0" SECTION OF SHEATHING CONTIGUOUS TO ALLOW VENTILATION
- 011 EXISTING INSULATION TO REMAIN
- 012 ASPHALT SINGLES ON 30 LB FELT ON 5/8" SHEATHING ON PRE-MFG TRUSSES @ 24" O.C.

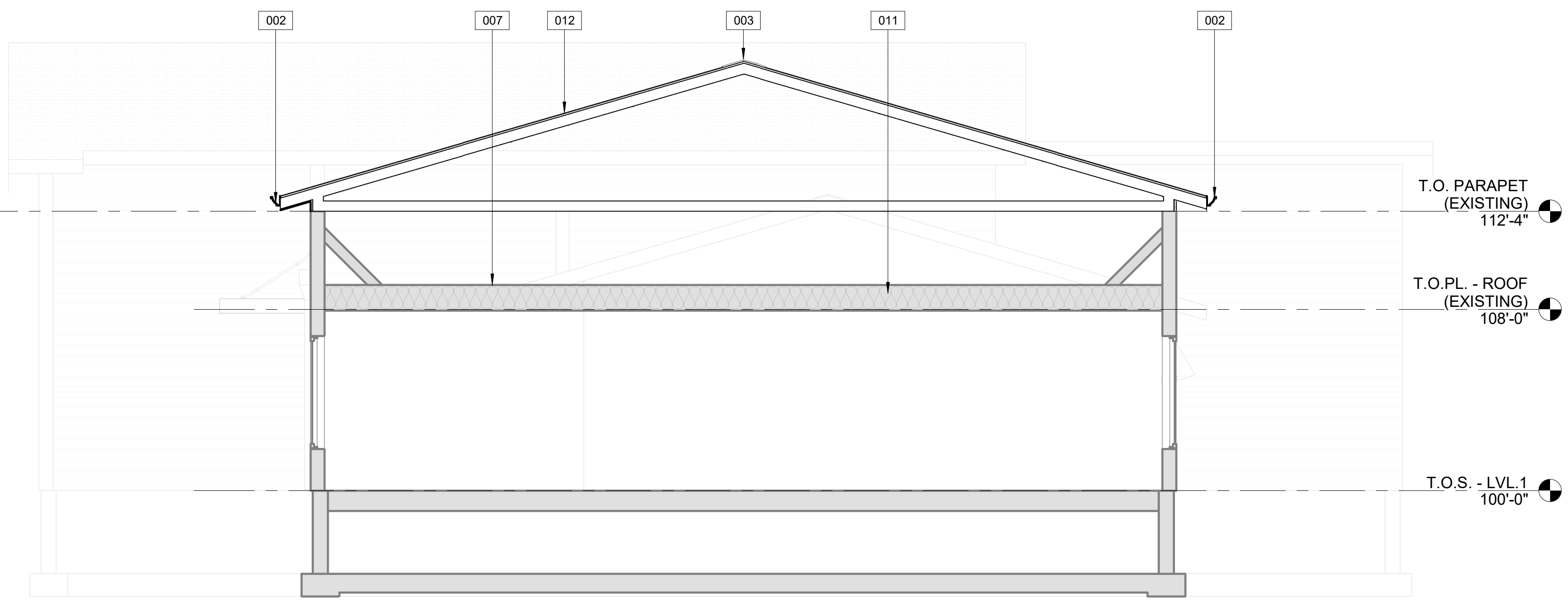
**MMW ARCHITECTS**  
 406-543-5800  
 125 West Alder Street  
 Missoula, MT 59802  
 mmwarchitects.com

**MRFD MULLAN ROOF**  
 MISSOULA RURAL FIRE STATION  
 MISSOULA, MT

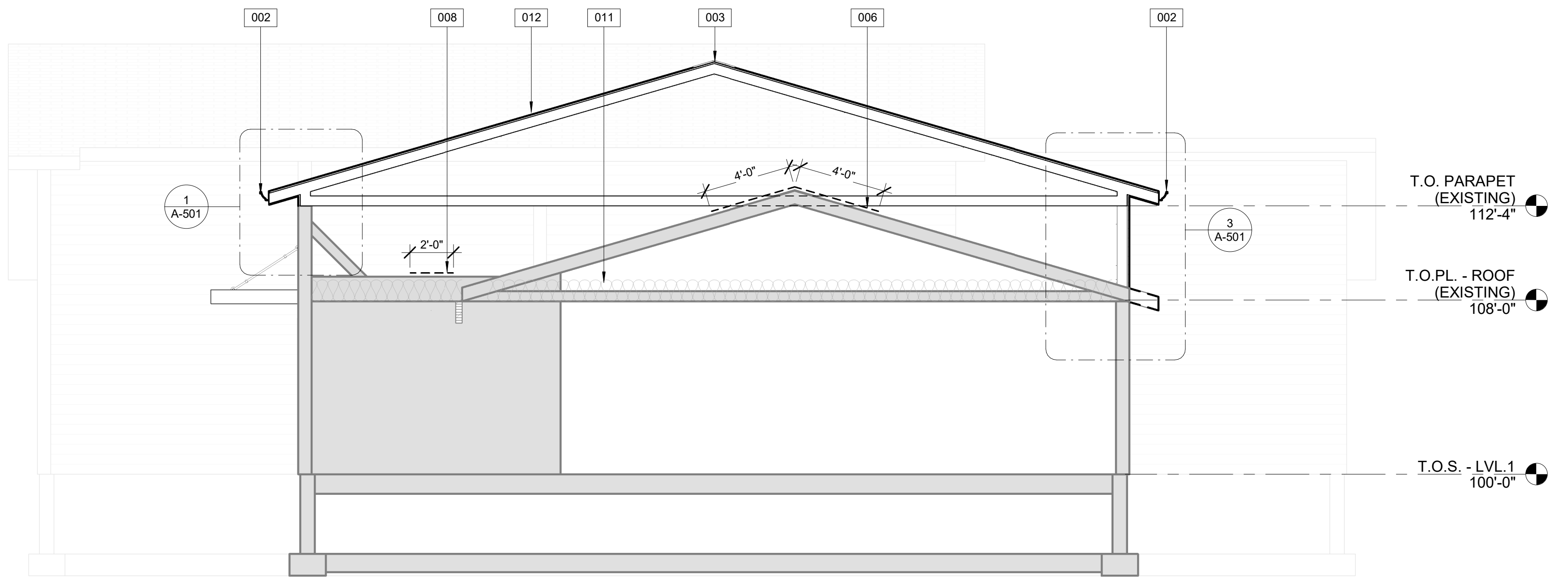
REVISION SCHEDULE		
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PROJECT # 23.008  
 DATE 03.20.2023

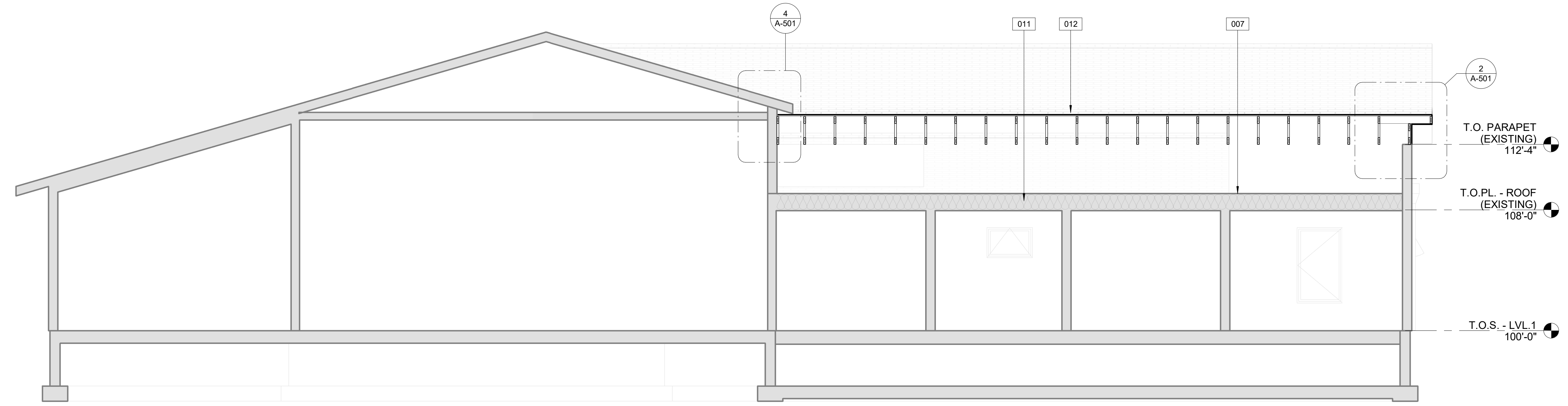
**BUILDING SECTIONS**  
**A-301**



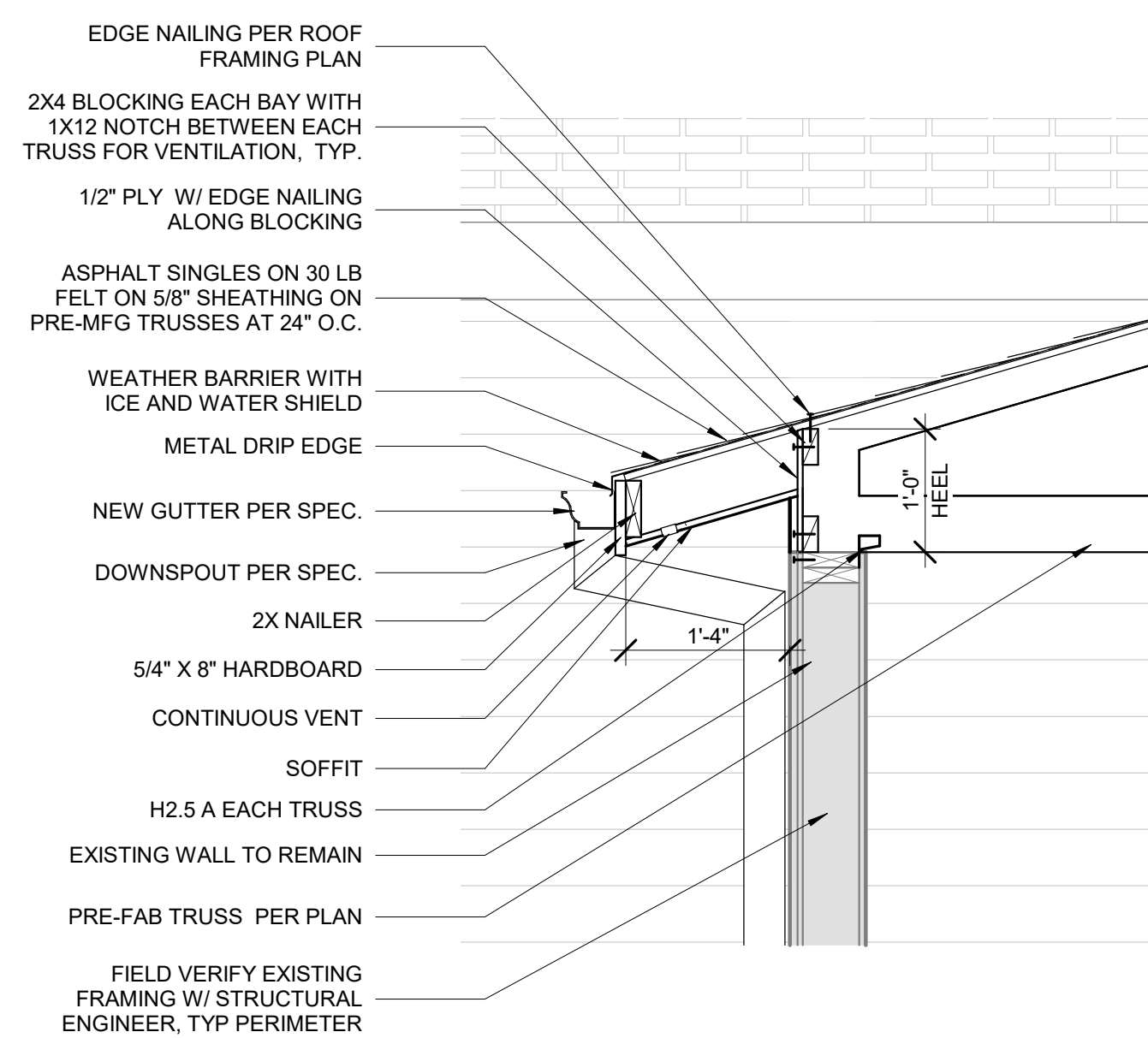
**1 BLDG. SECTION 01**  
 1/4" = 1'-0"



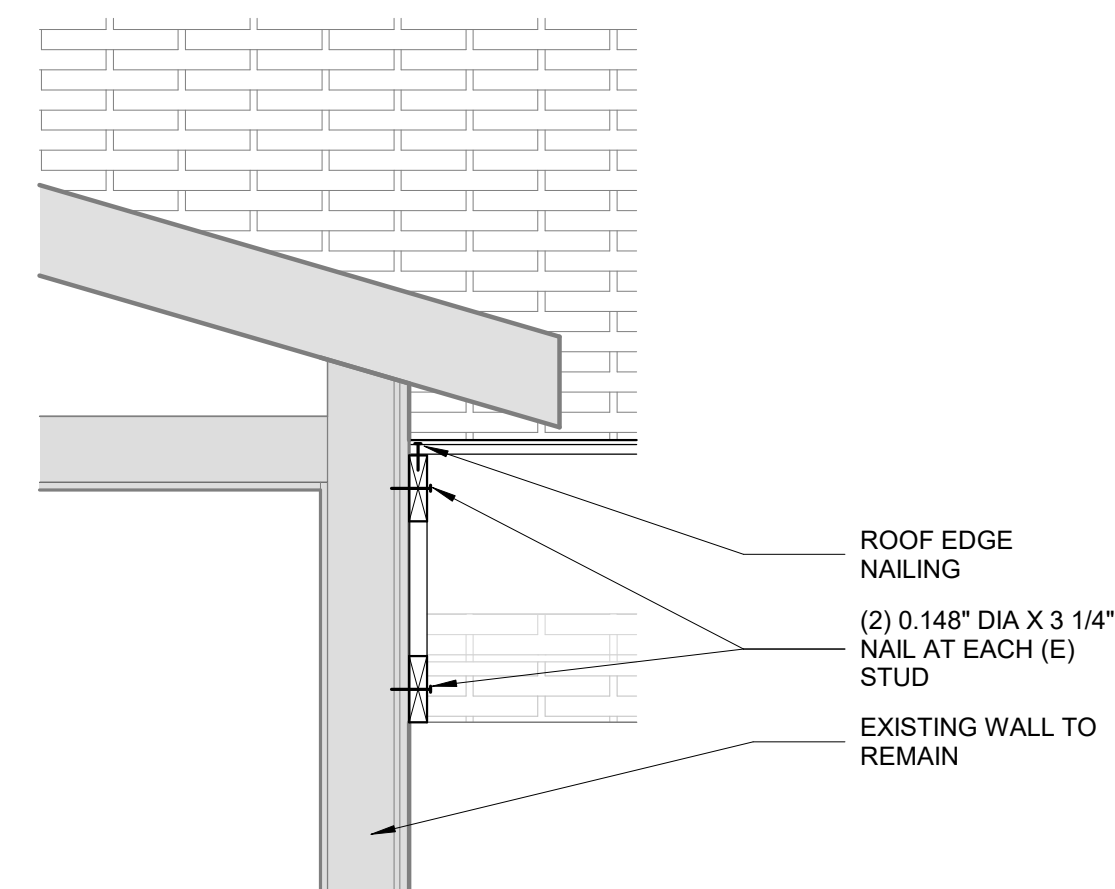
**2 BLDG. SECTION 02**  
 1/4" = 1'-0"



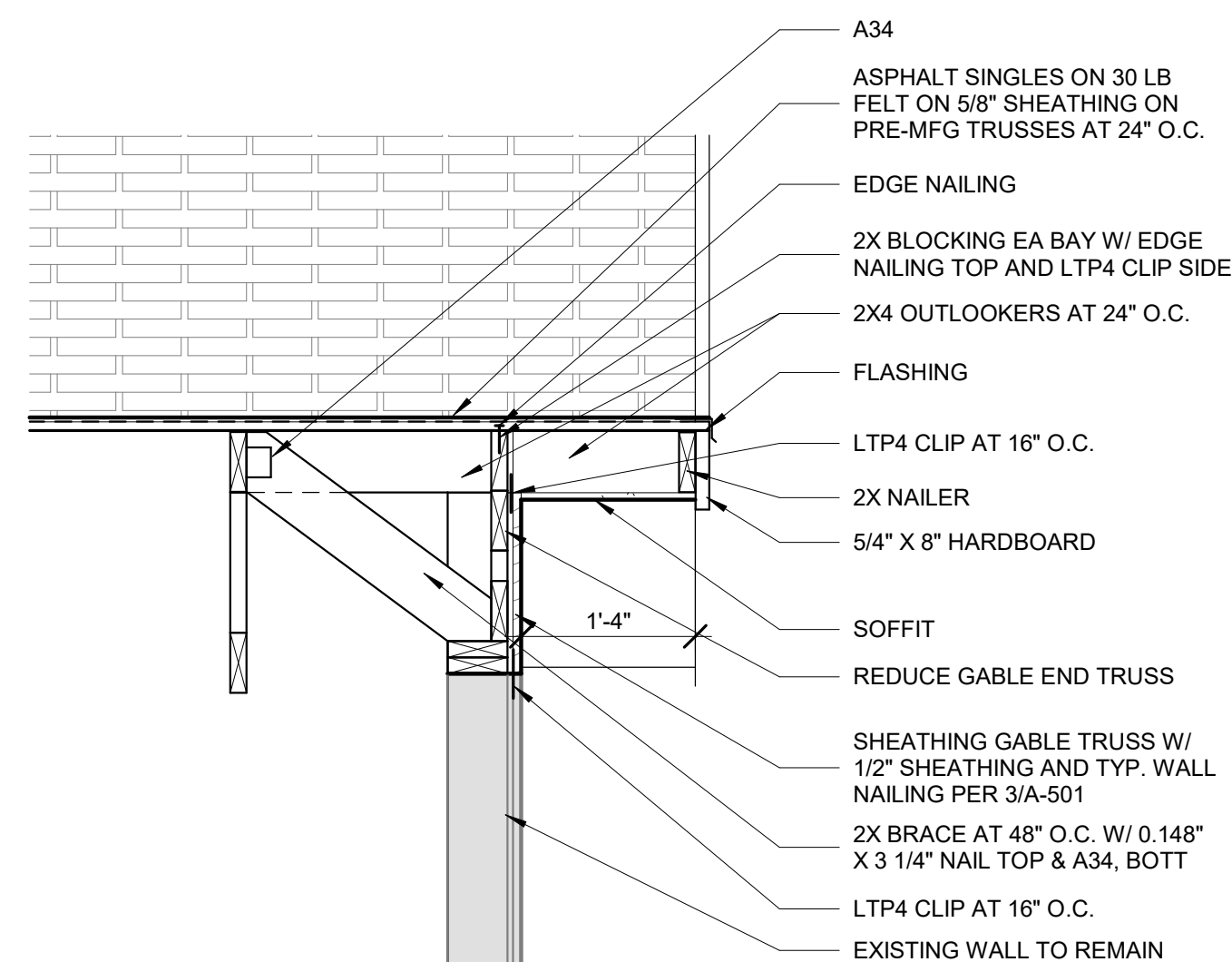
**4 BLDG. SECTION 03**  
 1/4" = 1'-0"



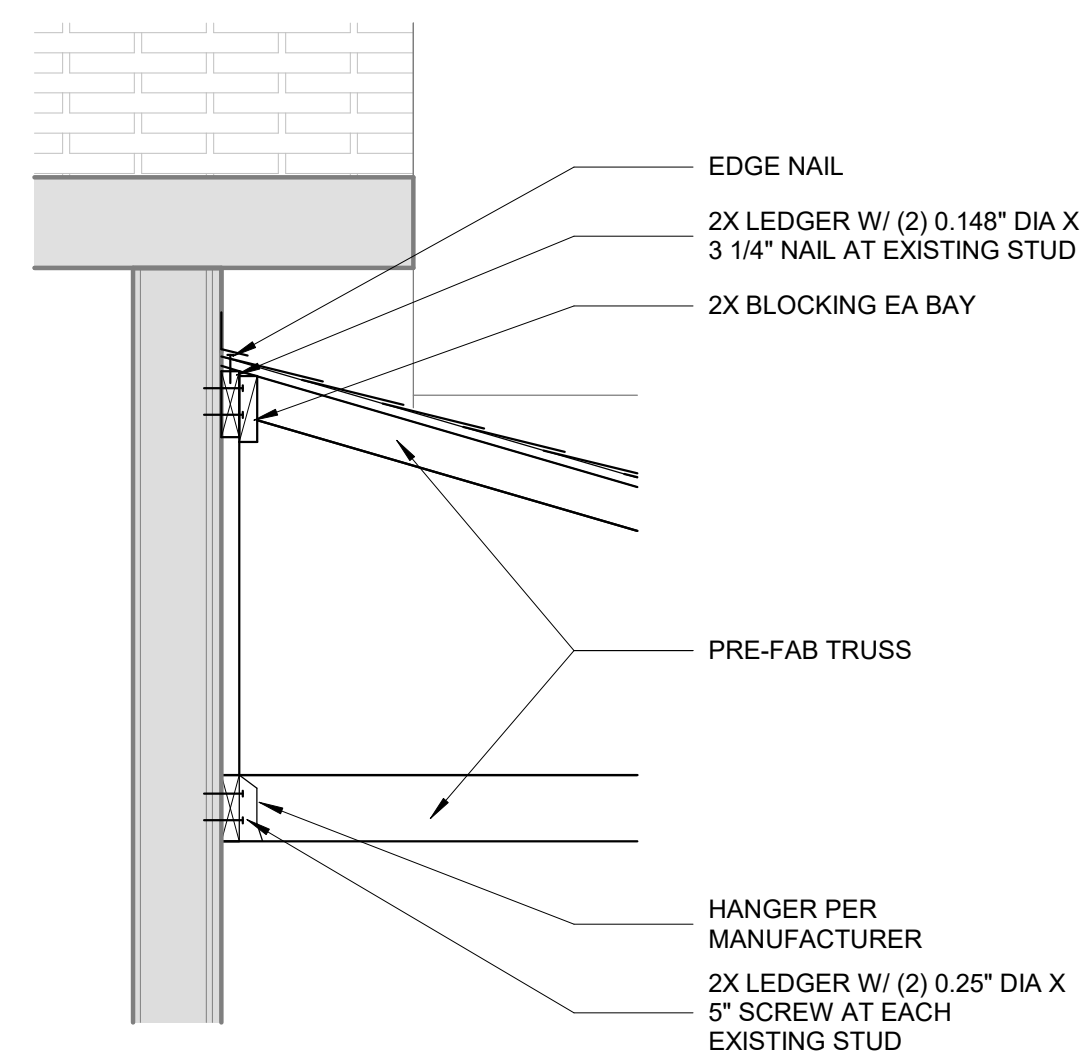
1 TYPICAL EAVE  
 3/4" = 1'-0"



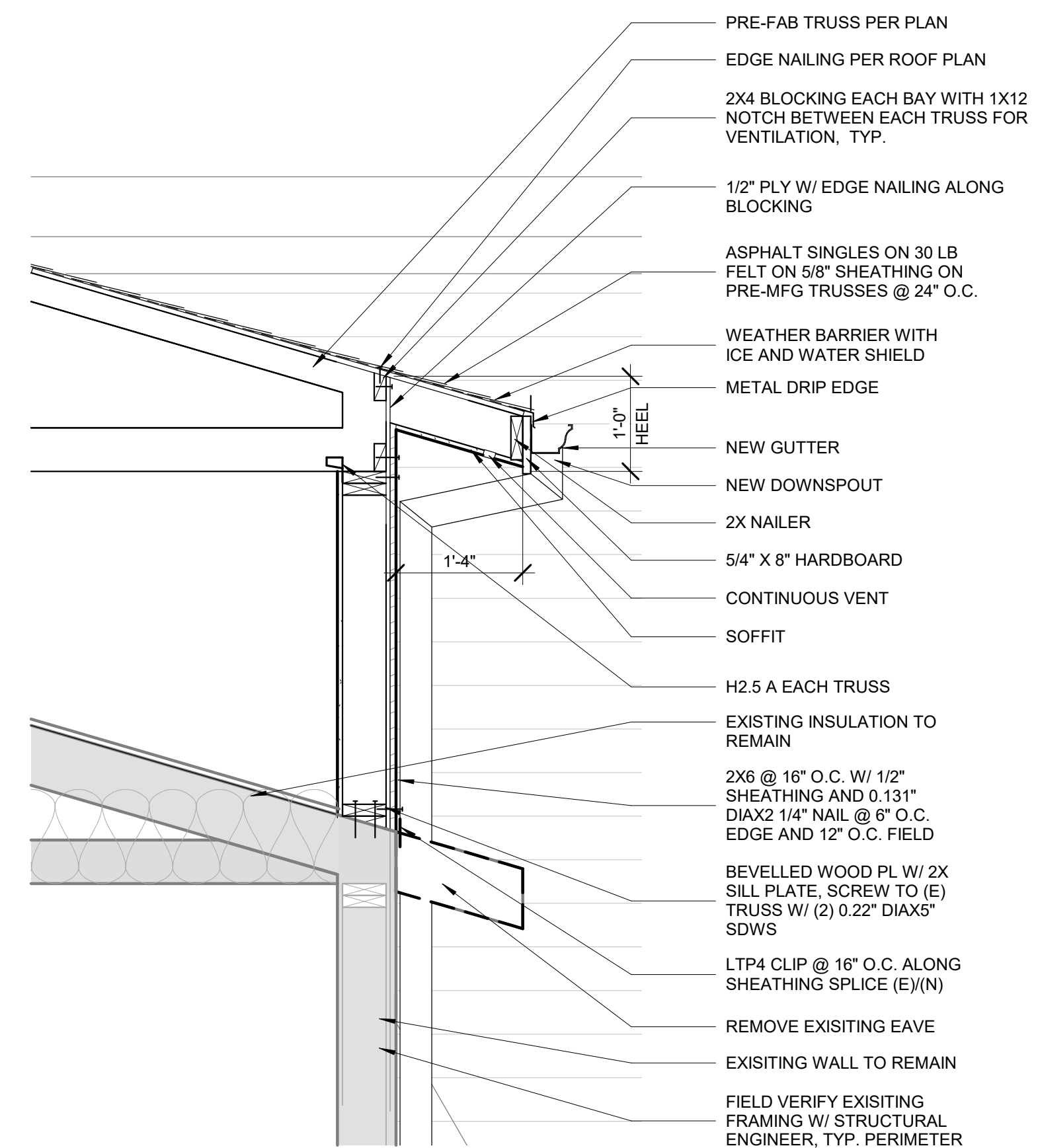
4 TRUSS WITH EXISTING WALL  
 3/4" = 1'-0"



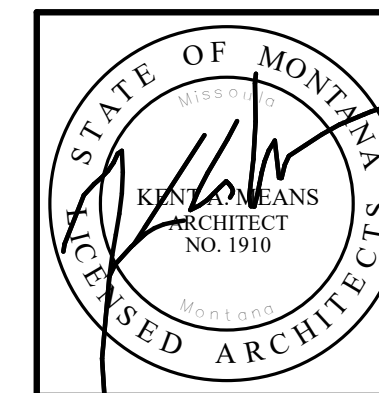
2 RAKE TYPICAL  
 3/4" = 1'-0"



5 TRUSS DETAIL  
 3/4" = 1'-0"



3 EAVE WITH NEW WALL  
 3/4" = 1'-0"



**MRFD MULLAN ROOF**  
 MISSOULA RURAL FIRE STATION  
 MISSOULA, MT

REVISION SCHEDULE		
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EXTERIOR  
 DETAILS

**A-501**