



BOARD OF DIRECTORS MEETING

MAY 31 (JUNE), 2018

- **BOARD MEETING AGENDA**
- **CHIEFS REPORT**
- **SVI TACTICAL TENDER PROPOSAL**
- **FDI ARCHITECT PROPOSAL**

**INTER-CANYON FIRE PROTECTION DISTRICT
BOARD OF DIRECTORS
MEETING AGENDA
7939 S. Turkey Rd., Morrison, CO 80465
May 31, 2018 (June)**

- 1. Call to Order**

- 2. President's Report**
 - 2a. Determination of additions to agenda and sequence
 - 2b. Approval of Board member absences, if needed
 - 2c. Approval of Board minutes from the May 9 2018 Board Meeting.
 - 2d. Public Comment

- 3. Guests**
 - 3a. Acknowledgement/Introduction
 - 3b. Public Comment

- 4. Treasurer's Report and Financial Issues Requiring Board Review and Approval**
 - 4a. No Report - Review of May and June 2018 Financial Statements will take place at the July 2018 Board Meeting
 - 4b. Public Comment

- 5. Secretary's Report**
 - 5a. Research Committee Update
 - 5b. Public Comment

- 6. Insurance Report**
 - 6a.
 - 6b. Public Comment

- 7. Chief's Report**
 - 7a.

- 8. Old Business**
 - 8a. Tactical Tender Determination
 - 8b. Public Comment

- 9. New Business**
 - 9a. Turn Corps Contract Continuation
 - 9b. Architect Proposal
 - 9c. Public Comment

**INTER-CANYON FIRE PROTECTION DISTRICT
BOARD OF DIRECTORS
MINUTES OF MEETING
7939 S. Turkey Creek Rd., Morrison, CO 80465
May 31, 2018**

1. Call to Order:

1A. The ICFPD Board meeting was called to order by Leslie Caimi at 19:00 hours at 7939 S. Turkey Creek Rd., Morrison, CO 80465

1B. Board Members Present:

Leslie Caimi, President
Karl Firor, Treasurer
Jennifer Volkman, Secretary
Kerry Prielipp, Director
Ralph Dreher

Board Members Absent

2. Guests Present

Chief Skip Shirlaw
Deputy Chief Dan Hatlestad
Debra Swearingen, Canyon Courier

2a. Guest Report.

None.

3. President's Report

3a. Approval of Absences.

3b. Changes to Agenda.

3b. Approval of Board Meeting Minutes

MOTION: There was a motion by Jennifer Volkman with a second by Kerry Prielipp to approve the minutes of the May 9, 2018 Meeting. The motion passed unanimously.

4. Treasurer's Report

4a. Financial Reports are not yet available as it is month end today. Karl Firor will review May and June 2018 at the July Board Meeting.

4b. Public Comment

5. Secretary's Report

5a. Research Committee Update

Jennifer Volkman indicated she was unable to attend the most recent meeting with Turn Corps and has no report. Leslie Caimi asked who is planning to attend the Twin Forks Wildland Presentation on June 2, 11a.m. to 2p.m. Leslie, Karl, Jennifer and Chief Shirlaw confirmed.

5b. Public Comment

6. Insurance Report

6a. No report

6b. Public Comment.

None.

7. Chief's Report

7a. Please see attached. Chief Shirlaw reviewed stats, showing numbers are currently close to last year at this time. Chief Shirlaw commented he is seeing a larger number of people on calls, including more response on day time calls. Training this month is on tool safety and water movement.

Chief Shirlaw indicated he has concerns based on current reports on the Residential Assessment Rate (RAR) and the potential effects of the Gallagher Amendment. Chief Shirlaw noted the RAR is currently set at 7.2%. Due to Gallagher, the RAR is predicted to drop down to 6.2% in 2019 effecting budget revenues in 2020. This is an 18% reduction in the budget, approximately a decrease in revenue of \$180k. 3 to 5 year projections could create a huge loss in property tax. Nearly 90% of ICFPD budget comes from tax revenue. Commercial tax revenue is less than 8% of the budget and revenue from donations is less than 1% of the budget.

As the District looks out over the next 5 years, and considers recent survey results a 1 – 3 year plan can be broken down based on feedback from our residents. Survey results show these top 3 community concerns are all at 95% or higher. At 97% the number one concern is the threat of wildfire, response, how to prepare, and mitigation. Next is apparatus and thirdly aging infrastructure.

Chief Shirlaw stated the District could address wildland concerns in year one by hiring a full time Wildland Specialist. The individual in this position would add to daytime response both fire and

EMS as an AEMT. The position would include meeting with residents to prepare preplans and work on evacuation readiness.

At over 22 years old, 2 of the District's engines are passed their useful life. A \$10k investment to update one of the engines did not bring positive results. The solution is to replace the two engines over the next 2 to 3 years. New engines have significant safety upgrades. 4 door engines carry 4 to 5 firefighters, increasing the number of personnel to scene. Both safety and response are increased.

Third, failing infrastructure. Only 2 of 5 stations have potable water. Stations are not set up for staffing. Currently staff members share offices as there is not adequate space. Apparatus is kept in the same buildings where people are working. There is no exhaust system which creates a dangerous safety issue. Station 1 is not ADA compliant. There may be other issues with structure and interior walls.

If predictions are correct and there is a reduction in the RAR, the District will not be able to address residents' concerns on these issues. Current reserves are already allocated and are necessary to ongoing operations. The current RAR situation is serious enough, Chief Shirlaw is asking the Board to look at ballot language in regard to raising the mill levy at the July Board Meeting. Chief Shirlaw stated the Board will need to address serious budget issues.

Karl indicated he has recently spoken with the Districts legal counsel with regard to a potential ballot and ballot language. Legal counsel indicated the language is mostly statutory, the District will need to decide on the amount of a proposed increase request. Karl confirmed the District's legal counsel did provide ballot language used in the recent Genesee Fire request for a mill increase along with de-Gallagherizing language. Karl advised the attorney's office will provide ICFPD a sample ballot language in the next week or so, prior to Karl leaving on vacation. Karl stated this will give us an idea as to what we are looking at. The attorney brought up the de-Gallagherizing process and it was confirmed the current ICFPD mill was de-Tabor-i-zed. Clarification on the Genesee language is being looked at as well.

Chief Shirlaw asked if it is possible to write 3 versions to review the options. The Genesee Fire ballot was a combined ballot. Karl noted the questions could be separated. Kerry asked if the net effect of de-Gallagherizing is that the baseline RAR doesn't change. Karl responded the RAR would be fixed at 7.2% and ICFPD would be exempt from the change as Tabor is currently. Kerry inquired as to why. Karl explained in 2008 there was a mill levy increase and an elimination of Tabor as it would apply to the District. Had it applied this year, we would not have the funds to discuss a new piece of equipment. We were made whole because we were not Tabor restricted. We would have been about \$180k shy of what is currently needed in the budget.

Kerry asked was that in perpetuity. Karl responded yes, Karl confirmed and validated with the County the 10.641 is not Tabor restricted. Chief Shirlaw indicated he did send the Genesee

ballot language to directors for review. Leslie asked and Karl agreed if not before vacation, he has requested the attorney's office follow up with Kelley.

Kerry commented on Chief Shirlaw's list of risk areas from important to slightly less important and inquired as to where the proposed new tactical tender fits in. Chief Shirlaw responded as a default, wildland concerns are at 97 % and all items of concern are 95 % or greater. Number 4 is the declining volunteer base. Chief Shirlaw noted per Jeffcom, currently, Monday is the District's busiest day.

7b. Public Comment

None.

8. Old Business

8a. Tactical Tender. Chief Shirlaw asked everyone has read thru the SVI proposal. All indicated yes. Chief Shirlaw noted SVI provided the best price of the 3 vendors who provided quotes. The District has had positive past experiences with SVI. Chief Shirlaw referred to Number 4, there is some savings in prepayment on chassis, a little under 3% discount. Leslie asked what is needed to move forward. Chief Shirlaw indicated a signed proposal, after which we would meet with SVI and review specifications. We would visit the site and review the process. Karl asked if not paid per option 4, the District would pay at the end of 400 days? Chief Shirlaw advised SVI will work toward completion closer 365 days and cautioned not to pay 100 percent until complete. Kerry noted the cab chassis is about half of the cost. Chief Shirlaw stated we are in a really bad fire season this year, having the tactical tender in place at this time next year would be crucial.

Kerry asked what the savings would be in Option 4 as it compares to Colorado Trust. Karl responded \$2,200 with Colorado Trust, and noted if something were to happen to the vendor, the District could be put at risk. The District would not recover from a vendor bankruptcy. It is not appealing to save \$3,300 for a \$100k check, Karl recommends deferring payment until delivery. Leslie noted they must want something down. Chief Shirlaw will check with SVI. Karl is okay with good faith money at \$25k or so but not \$100k. Kerry agreed. Karl noted especially when we are getting 2% at Colorado Trust, this helps to make a decision easy. Leslie asked and Chief Shirlaw responded the District has a great track record with SVI. DC Hatlestad added SVI provides great service and is located in state, in Ft. Collins. Chief Shirlaw advised SVI welcomes us to visit anytime, they do a large volume of business nationwide. Leslie asked about the potential sale of 673. Chief responded there are a couple of options, one, to sell and recover some of the cost or two, to keep as a reserve tender at Station 4, which gives us .5 point with ISO. There are hydrants in the Mesa already. The truck would help that end of the District. Kerry asked if 673 is more appropriate for that area. Chief Shirlaw indicated 673 would be best for a flat rural district. The sales rep indicated there has had some interest, and the sale of 673 is worth looking into. Chief Shirlaw commented online used prices go anywhere from \$22k to \$90k, not sure where it will fall. Kerry noted if the District will not get a lot of use from the truck,

it would be better to sell 673. Chief noted it is not an easy truck to drive, however, the truck pumps very well.

Chief Shirlaw we was able to contact the sales rep for SVI during the meeting and has confirmed no down payment is required to proceed with the contract to build. Kerry, assuming worst case scenario in property tax gyrations, the soonest the District would experience an impact would be the 2019 budget? Chief Shirlaw confirmed the RAR would affect the 2020 budget. The RAR is reviewed every odd year. Leslie, back to cost, would we do financing or is the total cost to come from reserves. Karl stated it is best not to borrow money, but rather write a check to save on interest.

MOTION: There was a motion by Jennifer Volkman, with a second by Karl Firor to proceed with the purchase of the tactical tender as quoted by SVI. The motion passed unanimously.

8b. Public Comment

None.

9. New Business.

9a. Turn Corps Contract Continuation. Leslie noted the monthly contract is up today, we are looking at possibly extending a month or two. Chief Shirlaw is looking for input as to whether there a need for 2 more months of services. Kerry asked for subcommittee thoughts. Chief Shirlaw stated he feels Turn Corps has been a great help. Turn Corps helped to develop the survey, gather information, to work with the community, communications, and understanding our residents better. We have received the most feedback we have ever received, this has been a great benefit. Moving forward, with a possible ballot measure, Turn Corps can help with how to approach citizens. This is their expertise and they are great asset at a minimal cost. Kerry asked for a reminder as to the contract. Chief Shirlaw confirmed the monthly contract is 10 hours for \$1500. Sometimes it is a quick email, or review of an idea and whether it resonates with their experience, it is helpful to have an outside perspective. Jennifer asked if Turn Corps was at the last sub-committee meeting and stated she felt Turn Corps are helpful and useful. Leslie agreed, very helpful, especially moving forward to help with language and questions.

Kerry asked if there is a minimum monthly commitment. Chief Shirlaw indicated no, short term is okay. Maybe June or July then reassess for August. Jennifer asked if they help with language of a ballot measure. Chief Shirlaw responded not so much but more interpreting and communicating with residents. Getting a comprehensive message out can be difficult. Karl agreed, in his experience, they have been helpful, we are flying blind and Karl stated he thinks it would be nice to have some guidance in the process in order to do this correctly, \$1500 is a minimal cost. Kerry commented we are currently in the June meeting, it is a long wait to July, we should at least sign up for June. Karl noted there is a deadline in August if we move forward with a ballot issue.

MOTION: There was a motion by Karl Firor with a second by Kerry Prielipp to continue the monthly contract with Turn Corps at the same rate of 10 hours for \$1500 per month for 2 more months. The motion passed unanimously.

9b. Architect Proposal

Chief Shirlaw stated the Architectural Proposal ties into the 3rd largest concerns for residents about ICFPD aging facilities, including the lack of potable water. We do not really know what it will take to rectify these issues. Chief Shirlaw pointed directors to the al a carte pricing on the 4th page of the document. Chief Shirlaw advised he and DC Hatlestad met with FDI at EMSAC. All information to date has been provided free of charge. Kerry inquired as to the company's experience. Chief Shirlaw advised the company has built 3 or 4 fire stations in which they also helped to secure financing and grants for those projects. The company has experience working in the fire industry and is based in Boulder.

Chief Shirlaw is looking at Phase I for now for Stations 1, 3 and 4. Station 2 has no internet or cell service, and is not a place for staffing. Station 1 is primary as the center of the District where administration is located. Station 3 is the mutual aid station and is best for training facilities. Station 4 represents the east end of district, there are a lot of staffing hours there. For each station, there are 4 proposal items. (A) a detailed conditions assessments, as in faulty wiring, improper wall load and lack of ADA accessibility. (B) As built drawings, i.e. Station 4 is priced at \$3200. However, if we have drawings that were used to build, the price could come down to \$750 to put those into CAD. Chief Shirlaw has requested information from the county on the cost of as built drawings and would like to see an assessment.

The assessment can be shared with the public. The firm is 60 days out from go, this puts us at end of July or August. DC Hatlestad added he would hope to have the assessment for the August Board Meeting in order to make a better decision on a ballot issue. The total for Phase 1 as described would be \$11,400 with an as built drawing of Station 1. Kerry asked for a purpose or value of the Station 1 as built. Chief Shirlaw responded it would provide a conceptual picture of what can be done along with the potential cost and feasibility. The information can be provided to residents in order to demonstrate why we are moving this direction.

Karl asked about a range of dollars of the cost to improve and address issues that will be identified. Chief Shirlaw responded there is a general range plus/ minus \$250k. Karl indicated he does not want to spend money to see what we cannot do. As-builds will define what items need to change and the way to get a cost range. Kerry confirmed we are at \$11,500. Chief Shirlaw indicated as builds will cost an additional \$6400, we have some drawings that can help to lower the cost and they would eliminate having to measure every single wall. Leslie asked for confirmation on an as built for Station 1. Chief Shirlaw will ask for clarification on this. DC Hatlestad commented it is critical to provide a conceptual plan and present what could be used now to residents. DC Hatlestad suggested the Board approve a number not to exceed.

Leslie noted it looks like the total is at \$18,600. Jennifer noted scope of work – objective of phase 1 is to develop a working floor plan, etc. referencing Page 2. Kerry confirmed that is the conceptual plan, the as built is how it is today. Chief Shirlaw stated he believes there is an ability to switch out the as built for the conceptual at Station 1. Station 1 is not a facility for the future, as only the bays would remain. Kerry indicated there is more value to future conceptual plans than a higher level of detail of existing today where there is a level of redundancy. How firm would the conceptual plan be? Kerry noted the value is to him a huge value in assessment of current facility and in a financing strategy, there is value in a fairly wide district assessment. Karl believes this is a long term plan, we need to know what it will take and cost. We may find it is not feasible. Question is where do we go? We are working to add personnel and replace equipment, however infrastructure will likely require a 15 year note. Analysis will be required. Kerry, back to Jennifer's question, when you put that context around communicating with citizens, it makes sense to have a 3 stage assessment. Chief Shirlaw noted if directors approved 1, 3, 4 A & C, the total cost would be at \$25,750. Chief Shirlaw can advise the company the District cannot go over \$25k. Karl would like to see goals defined prior to a decision. Leslie asked for the as built value. Chief Shirlaw stated he does not know for sure, but believes it is part of the detailed assessment, all will go into a CAD. All agreed Option C provides future vision. Kerry asked for clarification on the timing and Chief Shirlaw confirmed completion would be within 60 days of the official request to move forward.

MOTION: There was a motion by Leslie Caimi with a second by Jennifer Volkman to move forward with Phase I for Stations 1, 3 and 4, Options A & C, not to exceed \$25k, with a report due in August. The motion passed unanimously.

DC Hatlestad announced there are 3 community meetings at Station 1, 3 and 4 on June 9th. If you are available please stop by to talk with citizens.

Station 3 @ 9 am, Firewise Community,
Station 4 @1pm, Coffee and Conversation on Wildfire and
Station 1 @ 4 pm, Coffee and Wildfire.

On June 13th Firewise Community is at Station 3 @ 6pm. June 23rd is Safety Day from 9 am to 2pm.

Chief Shirlaw noted an additional meeting on June 16th at another location in Conifer called The Venue. A local realtor put together this opportunity for us to talk. There is a lot happening.

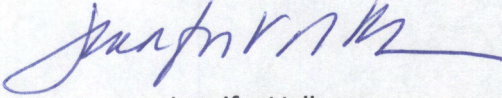
9c. Public Comment

10. Adjournment

There being no further business before the Board, the meeting was adjourned at 2025 hours.

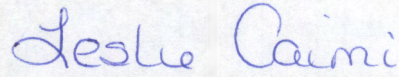
Minutes by Kelley D. Wood, District Administrator

Submitted by:



Jennifer Volkman
Secretary

Approved by:



Leslie Caimi
President

Attachments:

1. Meeting Agenda
2. Chief's Report
3. Tactical Tender Proposal
4. Architect Proposal



SVI Trucks | 3842 Redman Drive | Fort Collins, CO 80524 | svitrucks.com | 1-888-784-1112

PROPOSAL FOR MANUFACTURE AND SALE OF EMERGENCY VEHICLE

Buyer: Inter-Canyon Fire Protection District
7939 S. Turkey Creek Road
Morrison, CO 80465

Date: May 22, 2018

SUPER VACUUM MANUFACTURING CO, INC. ("SVI"), a Colorado corporation hereby propose and agree to manufacture and furnish to Buyer the following vehicle and equipment (the "Equipment") subject to Buyer's acceptance of this Proposal.

PROPOSED EQUIPMENT: One (1) SVI 2019
PROPOSAL PRICE: \$276,983.00

- 1. Specifications:** The Equipment will be manufactured or modified in accordance with the SVI specifications, clarifications, and exceptions attached, and in compliance with current National Fire Protection Association (NFPA) 1901 Guidelines (together, the "Specifications"), which are hereby incorporated by reference. The Specifications shall be the exclusive description of the Equipment, and the Specifications will prevail in the event of any conflict over any other description of the Equipment.
- 2. Warranty:** The Equipment is sold subject to the standard SVI Limited Warranty as set forth in the SVI Limited Warranty Statement. Any product warranty rights provided by the manufacturer(s) of the incorporated cab/chassis or other components will be assigned or otherwise transferred to Buyer to the extent possible. Buyer acknowledges and agrees that any defects or deviations from the Specifications that may be discovered after Delivery shall be subject to correction under the terms of the SVI Limited Warranty.
- 3. Pricing:** The Proposal Price above is valid for thirty (30) days from the date of this Proposal. The above Proposal Price does not include any state, federal or local taxes. Buyer will be solely responsible for payment of any taxes arising from the purchase and sale of the vehicle (other than those measured by or assessed upon SVI's or Dealer's net income).
- 4. Cab / Chassis Prepayment:** Buyer may elect to prepay the acquisition costs of the cab/chassis prior to the earlier of (a) receipt by SVI of invoice, or (b) the delivery to SVI, of the cab/chassis components. In such case, the Proposal Price set forth above shall be reduced by (\$3,300) dollars. Acquisition costs for the specified cab/chassis will be (\$114,760) dollars.
 - **Check box to indicate that cab/chassis pre-payment will be made.**
- 5. Payment Terms:** Final payment for the Equipment is due and payable in full upon Delivery as described below. In the event of a failure to make payment in full upon Delivery, then a daily finance and storage fee as set forth in the SVI General Terms and Conditions of Sale will apply. Upon Delivery of the Equipment, all risk of loss shall pass to Buyer. Buyer agrees to provide adequate liability and physical damage insurance and to provide evidence of such coverage to SVI upon request. The Manufacturer's Statement of Origin (MSO) for the Equipment shall be provided to Buyer only upon receipt of payment of all amounts due SVI in connection with or arising out of the purchase and sale of the Equipment.



SVI Trucks | 3842 Redman Drive | Fort Collins, CO 80524 | svitrucks.com | 1-888-784-1112

Page 2

6. Delivery:

(a) Delivery will be made Ex Works (Incoterms 2010) at the SVI manufacturing facility in Fort Collins, Colorado.

(b) The estimated delivery time is FOUR HUNDRED (400) calendar days after receipt and approval of contract or purchase order, properly executed, (cab/chassis must be received within ONE HUNDRED EIGHTY (180) days or delivery may be delayed), and subject to the *force majeure* provisions of SVI's General Terms and Conditions of Sale. This delivery estimate is based on the SVI receiving complete and accurate information and paperwork from the Buyer and that no changes take place during pre-construction, mid-inspection, or final inspections. Any changes required or requested by the Buyer during the construction process may be cause for an increase in the number of days required.

7. Cancellation: If the contract is terminated by Buyer at any time prior to Delivery, then Buyer agrees to pay SVI and Representative for the Products provided (if any) and the work completed as of the date of termination.

* * * * *

AGREED TO AND ACCEPTED BY:

BUYER:
Inter-Canyon Fire Protection District
7939 S. Turkey Creek Road
Morrison, CO 80465

BY: _____

TITLE: _____

DATE: _____



17 April 2018

Inter Canyon Fire Protection District
Chief Skip Shirlaw
7939 South Turkey Creek Rd.
Morrison, CO 80465

Cc: Dan Hatlestad

RE: **Phase 1 & Phase 2 Scope Descriptions and Proposal**

Thank you for reaching out to F&D a few months ago. I want to apologize for taking some time to get this Phase 1 proposal to you with the suggestions that Inter Canyon Fire Protection District (District) may like to entertain with respect to its capital facility needs.

Over the last few months, we had the opportunity to tour response stations one, three and four. The tour was to develop an understanding and appreciation of what is and is not working pertaining to facility needs, and to explore conceptual ideas in terms of how the stations in question may be able to be improved, from a facility perspective, to better meet the District's operational needs.

There are many factors that impact operational efficiencies and it is our belief when reviewing capital facilities that we can affect responder safety, operational effectiveness, and to a certain degree, we can have a positive impact on response times those improving upon operational efficiency and safety. Focusing on response time, there is little that a response station can do to improve this time once the apparatus leaves the station, e.g., the response time is at the mercy of road conditions, traffic, route to the incident, etc., but we can look at station layout and floor plans to help reduce this time with respect to what we can control. It is also important to look at responder safety within a station including NFPA and ICC code requirements for a lot of responder injuries happen right in the station. ADA compliance is another issue, since the District is a public entity among other requirements; the stations need to be ADA compliant. Indoor air quality is another important component to a response station's capital design as cancer rates found within the first responder community are well above national averages. We might not be able to control environmental factors outside the station, but we can control those factors within the station walls.

Based on our facility tours and initial conversations, we would suggest both from an economic perspective and project perspective, to break the project into two phases, e.g., Phase 1 and Phase 2. We believe it is important to study the capital projects in such a way that is economically prudent for the District and the District's electorate, prior to moving full steam ahead with design efforts. This structure will allow the District to develop a sound and prudent "business plan" in terms of what the capital needs are with respect to the three stations, understand the current conditions of the three stations, and develop capital

improvement budgets for them - this is what we consider Phase 1. Pending the outcome of Phase 1, the District would then have the information to render sound decisions on how to proceed and implement a capital improvement plan either for all stations at once, a phased approach, or a selected station at a time - this is what we refer to as Phase 2.

Phase 1 would involve minimal investment in terms of time and money without committing full funding at the headend of the project. Thus, we recommend this two-phase capital improvement approach, which is highlighted in more detail below.

The objective and goal of Phase 1 would be to:

- Baseline the District's requirements in terms of site selection and facility requirements.
- Perform a needs assessment in terms of determining what the specific needs of the District are.
- Develop a working conceptual floor plan and general building elevations on how to ensure that the facility not only meets, but exceeds, the District's facility needs.
- Coordinate with the District in terms of land suitability, e.g., all three stations contemplate an expansion of the existing facility, thus we would examine how best to expand the facilities based on land constraints.
- Prepare a comprehensive "business plan" to present to possible funding sources and to the community.

PHASE 1 SCOPE OF WORK:

- 1) We would arrange additional site visit to spend time fully documenting the existing facility spaces, uses, and site plan
- 2) We would generate as-built floor plans, elevations, and an approximate site plan. Phase 2 work would require surveying the sites to accurately locate the improvements, surfaces, and topography for full design
- 3) Coordinate at least three project workshops with the District. Meetings to include:
 - a. Initial kick-off meeting to discuss programing needs in more depth.
 - b. Follow-up meeting to discuss progress and solicit feedback and direction
 - c. An additional follow-up meeting to discuss further progress and solicit final feedback
- 4) Deliverables, as a result of the various project workshops, would include:
 - a. Conceptual floor plans for the revised facility
 - b. Conceptual elevations of the revised facility
 - c. Conceptual site plan
 - d. Written report will include:
 - i. Facility condition assessment inclusive of code compliance issues and concerns
 - ii. Space justification

- iii. Conceptualized capital improvements
- iv. Utility analysis
- v. Budget analysis
- vi. Financing strategy, i.e., grants, lease/purchase, etc.
- vii. Suggested project execution methodology

5) Final report presentation to the Board.

Applying the Phase 1 approach to each station:

Station1: The facility is a combination of different building types that have been added on to over the years. The southern part of the station is a pre-engineered metal building that houses the apparatus bay (two bays), and the northern part is comprised of various additions and is two-story. This station also serves as the main administrative building. The station is laid out awkwardly from an operations perspective. There are numerous code related issues, especially ADA concerns. The second floor is where the District holds its public board meetings and that room is not ADA accessible to the public. There are floor level changes which result in different ceiling heights. One of the apparatus bays is used by an EMS vehicle and that bay is barely large enough to properly accommodate the vehicle. The new apparatus bays have uneven floors, which create a trip and fall hazard, no floor drains, and exit to the south versus straight east to the main road. Restrooms and stairways throughout the facility are not built to code and the facility lacks adequate exiting. Adequate storage is also a concern in addition to other operational deficiencies. There is also a need to separate the various functional areas of the station for air quality concerns, efficiency and safety.



Preliminary discussions with the District suggest that we look at:

- (1) Creating three separate zones within the building, the north zone would be administration, the middle - apparatus and equipment storage, and the south zone - crew quarters.
- (2) It is suggested the non-metal building part of the station be torn down, i.e., the north part. In its place a metal building constructed to serve as the administration zone.
- (3) The building be expanded south and that becomes the crew quarter zone.
- (4) The apparatus bay exiting be moved to the east side, the existing bays deepened, and two additional bays incorporated.
- (5) Improve the floor plan in an effort to extract a greater degree of operational efficiency.
- (6) Improve the District's board room and reconfigure to all the space to serve multiple functions, i.e., boardroom, training room, community space, etc.

Station 3: Station 3 is the showcase station for the District due to its high visibility and adjacency to Hwy 285.

This station is a two-level station as a result of the topography with the apparatus bays are on the lowest level and the administrative area on the highest level.



Preliminary discussions with the District suggest that we look at:

- (1) Improve the "curb appeal" of the station.
- (2) Add two additional bays to the east.

- (3) Add storage and equipment rooms, include a bunker gear washer area.
- (4) Update and reconfigure the floor plan to be more operationally effective and ADA accessible.
- (5) Expand the meeting room space and create multi-flex breakout rooms.
- (6) Add a crew/dayroom area.
- (7) Explore site layout to accommodate training props and also ways to protect the view corridor with the surrounding neighbors.
- (8) Address site improvements and maintenance issues, i.e., asphalt, drainage, concrete areas, etc.

Station 4: Based on initial observations, the station appears to be in structurally good condition.



The basic concerns associated with Station 4 are:

- (1) **Additional space is required:** Expanded space within the apparatus bay area and within the administration side of the building. Based on the initial site visit, we feel that the apparatus bay may be expandable southward. Also, it may be feasible to add an additional bay to the east side of the building. The administration area can be expanded westward or possibly a second floor can be added to the facility. Being a pre-engineered metal building, there are options that can be explored in how best to expand the facility.
- (2) **Non-compliant code issues, e.g., ICC, ADA, NFPA, and other applicable codes:** There are numerous code non-compliance issues noted in the station. Some pertain to indoor air quality and segregating carcinogenic items such as turnout gear from the administration/living areas while others focus on non-compliant ADA items and ICC related items and the separation of the

various occupancies, etc. A capital improvement program will identify and address all the non-code compliance issues.

- (3) **Site drainage and general site condition:** Related to the expansion, site drainage would have to be addressed as well as hardscape areas, e.g., apron areas, and general landscape pursuant to local land use regulations.

Pricing Phase 1: The pricing is based on the general scope of work outlined above and that outline would be applied to each station. The proposed capital improvement plan will be different for each station.

Below are highlights of our proposed fees. Expenses will be in addition to fees. Expenses will include such items as: plotting costs, mileage (at prevailing government rates), and similar expenses. Expenses will be invoices at "cost".

Station #1:

a. Detailed Facility Condition Assess:	\$4,500
b. Prepare "as-built" drawings:	\$6,450
c. Develop Concept Plan:	\$4,750
d. Final Report:	\$2,500
Total:	\$18,200

Station #3:

a. Detailed Facility Condition Assess:	\$4,500
b. Prepare "as-built" drawings:	\$5,450
c. Develop Concept Plan:	\$4,750
d. Final Report:	\$2,500
Total:	\$17,200

Station #4:

a. Detailed Facility Condition Assess:	\$2,500
b. Prepare "as-built" drawings:	\$3,250
c. Develop Concept Plan:	\$4,750
d. Final Report:	\$2,500
Total:	\$13,000

Phase 2 Efforts -

Our proposal only addresses Phase 1 effort, but in the event the District would seek to move forward with Phase 2 efforts, the services contemplated in Phase 2 would include, but not limited to the following.

The objective and goal of Phase 2 would be to:

- Help the District obtain funding following the strategy decided on in Phase 1.
- Ensure that the project is successful from start to close-out and move-in and beyond.

PHASE 2 SCOPE OF WORK:

- 1) **Funding Effort:** F&D, in concert with the District, will help research and submit for grant money opportunities and help structure other monies as deemed acceptable to the District's board of

directors. This may include: helping to prepare mineral grant applications (DOLA, etc), potential funding from the USDA, and other potential grant sources. It may also include assisting in securing other types of financing which the District may be eligible for. Funding for a capital project may involve various types of funding, such as grants, District funds, and bank type financing. The exact structure in terms of funding is not known at this time and part of this scope of work is to help tailor a program that fits the District. F&D will use their best efforts in terms of helping the District compile the funding. There are no guarantees in terms of whether or not a funding package can be compiled. Also if one is compiled, there is no guarantee that the District's board will accept the funding terms and conditions. Assistance may include but not limited to:

- a. Meeting with grantors on behalf of the District
 - b. Meeting with financial institutions on behalf of the District
 - c. Preparing forward-looking project expenditure analysis
 - d. Coordinating with District counsel to help structure funding agreements
 - e. Reviewing funding opportunities with the District board
 - f. Presenting the Phase I report to interested parties, and community members as may be necessary to help support the project
- 2) Finalizing Facility and Space Programming: We will affirm the District's facility needs and use of space associated with the project. The conceptual floor plan and space as outlined in the Phase I report will be firmed up and used to lead into the development of land planning and construction drawings. F&D will work with the District to establish the various area requirements, such as but not limited to, number of and size of offices, open office floor area requirements, restroom sizes and quantity, and auxiliary space requirements, i.e., storage, locker rooms, equipment space, etc.
- 3) Planning Submittal Services: F&D will assist and coordinate the preparation, submittal and processing of submittals associated with all land planning requirements as set forth within the local planning code. This will include other aspects as well, such as utilities, storm water, etc. F&D will work with the District to provide overall coordination for the Development Plan process. A Concept Plan will be prepared and developed pursuant to the District's and Land Planning requirements.

Work shall include the following:

- a. Pre-submittal Meetings (a total of two are assumed)
- b. Assistance to the District in preparation of the Land Development Application as required by the County
- c. Preparation of Planning Submittal Amendments, including, but not limited to:
 - i. Coordination of submittal items; F&D will coordinate with the District to provide base information in terms of facility requirements
 - ii. Planning Letter of intent (provided by District) to include with the planning submittal. F&D will draft the letter for District's approval and acceptance
 - iii. Letter from Water and Sewer Providers (if needed); F&D will coordinate with the County to ensure that a "will serve" letter will be provided to ensure service
 - iv. Letter from Fire District, if required.

- v. **Traffic Impact Study;** at this time it is assumed a traffic impact study will not be required, and therefore, this is not included in our fee proposal. If a traffic study does become a requirement, F&D will provide that service for an additional fee.
 - vi. **Storm Water Drainage / Water Quality Report,** as may be required.
 - vii. **Development Plan:** (F&D will prepare any and all drawings required for planning submittal)
 - Cover Sheet
 - Site Plan
 - Landscape Plan
 - Grading Plan
 - Erosion Control Plan
 - Elevations
 - General Utility Plan
 - Parking and Circulation Plan
 - Signature Block
- d. **Planning Submittal Fees** are not included in our fee proposal. Any planning submittal fees, entitlement fees, etc. are to be paid by the District. F&D will coordinate the fees with the District
- 4) **Design Services (Architectural and Engineering):** This stage includes design aspects necessary to create a set of construction drawings from the plan layout as conceptually developed in the Phase 1 part of this project
- a. **Design:**
 - i. **Architectural Design**
 - ii. **Architectural documents** including specifications as may be required for submittal to government entities as have jurisdiction over review and approval of the project.
 - iii. **Electronic Record Drawings**
 - b. **Engineering & Surveying:**
 - i. **Structural Engineering**
 - 1. **Structural documents** including specifications as may be required for submittal to government entities as have jurisdiction over review and approval of the project
 - 2. **Structural foundation and framing plans, details, specifications and design criteria** to a level sufficient to fabricate structural elements and supports
 - 3. **Electronic Record Drawings**
 - ii. **Mechanical/Plumbing Engineering:**
 - 1. **Provide Mechanical/Plumbing Engineering**
 - 2. **Provide fire protection general concept drawings.** Fire protection is assumed to be "design/build" handled through the selected general contractor

- iii. **Electrical Engineering:**
 - 1. Provide all high voltage (building wiring) electrical engineering from service drop to fixtures, devices, and equipment.
 - 2. Provide all IT layout
 - 3. Provide security layout
 - 4. Provide general fire alarm concept drawings
- iv. **Civil Engineering:**
 - 1. Geotechnical Analysis (F&D shall coordinate. An allowance fee is included but actual fee could be more or less)
 - 2. Traffic Impact Study – A traffic impact study, if required, would require an additional fee
 - 3. Storm water / Water Quality plan is included in the base design service
 - 4. Utility Design (outside of the building footprint), such as water, sewer, electrical, is not included in base design service. Depending on the negotiation efforts with the County, F&D will provide these services for an additional fee
 - 5. Rigid and flexible pavement designs as may be required
- v. **Property Survey:** F&D will prepare a detailed property survey, including topographical survey that will be used as the base of the design effort
- c. **Landscape Design (to the extent that landscaping is required):**
 - i. Planting Plans and details
 - ii. Landscape irrigation design drawings and specifications
- d. **Interior Design**
 - i. The interior design services will be provided by F&D. The Interior Designer shall be responsible for the design, selection, specification, and installation review of all furniture and fixtures throughout the new construction
- e. **Lighting Design**
 - i. Lighting design will be provided by F&D and is included. F&D will coordinate with the District in terms of selecting and specifying light fixtures in all areas subject to "finish". Areas that are to be core and shell only, will have simple florescent lighting unless otherwise requested by the District
- f. **Other Services Included:**
 - i. One exterior rendering (interior renderings would be extra charge)
 - ii. Graphic signage (Wayfinding) designs and preparation of drawings
 - iii. Construction cost estimating
 - iv. Special structural inspections as may be required by IBC
 - v. Elevator consulting if determined an elevator is required

- vi. General hazardous material testing is not included, e.g., sampling of paint, ACM, etc. Phase I ESA and complete facility hazardous assessment work is not included in the base fee, but can be provided for an additional fee if required. A hazardous material survey will be required prior to demolition work. F&D will solicit bids, on behalf of the District, from qualified hazardous material survey firms and coordinate that activity as required
- vii. Data Cabling or Telecommunications Service design
- viii. Lightning Protection Design is included if required
- ix. Emergency Operator or UPS System Design, is included, if required
- x. Field verification of existing conditions
- xi. Financial analysis
- xii. Security, Communications and other Low Voltage Systems
- g. Preparation of Construction Documents
 - i. This proposal is based upon the assumption that the project schedule will require only one construction package without breaks in the schedule
 - ii. Preparation of additional packages beyond the one contemplated construction package as well as the issuing and the coordination of bidding and pricing of such packages shall be considered an additional service
- h. Comprehensive project management and owner representation services are included. Refer to the end of this memo for a full description of project management services. These services are in addition to customary construction administration services
- i. Items that will be required by District and are not included in our fee proposal:
 - i. Geotechnical report: A geotechnical report will be required. F&D will arrange for this service on behalf of the District. This would be required prior to being able to provide any engineering services. The information sought will be subsurface soil conditions which will be used to design the foundation system and flooring that will rest on the ground. There will be no cost for F&D's coordination, but there will be a cost to the geotechnical firm for the report, and that cost is not included in the proposal
 - ii. Environmental Assessment Report, if required: It is not anticipated that any report pursuant to NEPA or NHPA would be required and pricing thereof has not been included in this proposal
- j. Material testing, i.e., compaction testing, concrete testing, weld inspections, prism testing, and similar testing is not included in F&D's fee. F&D, without additional costs to the District, will coordinate a geotechnical firm to provide these testing services. Primary service would be soil compaction testing and concrete testing
- k. Services not included in Base Services, but available as an additional service at the request of the District:
 - i. Geotechnical subsurface analysis
 - ii. Hazardous material facility survey

- iii. Structural Design for detached site walls, signage, or antennas/satellite dishes is not included, but can be provided for an additional fee
- iv. Traffic Study and Engineering (if needed, will be an additional fee)
- v. Preparation of Lender's Requirements or Certification other than issuance of a Lender's set of progress design documents and progress reports

5) **Project/Construction Management & Construction Administration:** Project and Construction Management includes project coordination and comprehensive management for every stage of the project from conception to completion. A more detailed description of these services is included at the end of this document

Project Management & Owner Representation Services

Phase I – Planning Phase

- a) Analyze needs, establish goals and initiate planning
- b) Define project scopes, objectives and performance requirements
- c) Coordinate and monitor public and community concerns
- d) Develop required financial reporting format
- e) Lead the formation of a collaborative team of design and construction professionals
- f) Develop preliminary budget and comprehensive master schedule
- g) Establish information and reporting systems to meet client requirements
- h) Develop detailed/complete bid documents to assure responsive bids
- i) Assist in contract negotiations on behalf of client
- j) Serve as buffer between the Owner(s) and the public handling difficult issues
- k) Develop risk management strategies

Phase II – Design Phase

- a) Work with Owner(s), architect and engineers of record with design as required, assist Owner to interpret the drawings and specifications
- b) Analyze life-cycle costs and other reviews to minimize project costs
- c) Develop a detailed design schedule
- d) Head up Value Engineering reviews for suggested changes/cost savings
- e) Develop detailed component cost estimates at every design submittal
- f) Coordinate and administer all engineering requirements per the design
- g) Work closely with the facilities staff to ensure maintainability

Phase III – Pre-Construction Phase (Bid Process)

- a) Assist in the identification of local and regional contractors and suppliers
- b) Conduct pre-bid conferences to clarify the project(s) needs and assure responsive bids
- c) Assure all bid documents are clear and all questions answered
- d) Analyze and qualify bids
- e) Recommend contract awarding
- f) Finalize budget
- g) Develop accounting processes and procedures

- h) Finalize construction schedule

Phase IV – Construction Phase

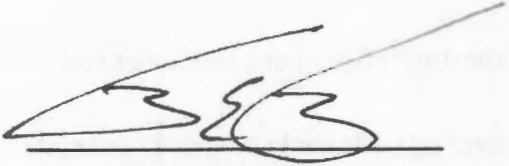
- a) Assure that all contractors, subcontractors and other participants fully understand the projects(s) design and requirements at every stage
- b) Deliver timely and clear reports to Owner concerning construction progress, milestones and other elements
- c) Manage the change order process for maximum effectiveness while minimizing delay and costs
- d) Monitor the construction process to anticipate difficulties, resolve issues early, and keep the work progressing smoothly
- e) Monitor shop drawings
- f) Review progress payments to assure that work milestones are being met and that all current expenses are paid in a timely manner
- g) Coordinate the final stages of construction, including punch lists and similar tasks that must be completed (often in a short time-frame) before project is closed out
- h) Oversee FF&E specifications, selection, delivery and installation of furniture, fixture and equipment including but not limited to, furniture, computers, security cameras, phone, and data service
- i) Coordinate all utilities including power, gas, telephones, communication gear and data
- j) Act as liaison to obtain building permits and other governmental approvals necessary for construction
- k) Oversee Owner move-in, use of existing furniture, and hook-up of all IT equipment

Phase V - Post Construction Phase

- a) Coordinate the submittal of all project closeout documents
 - b) Establish warranty and maintenance criteria
 - c) Oversee post-construction training sessions with staff and other personnel
 - d) Oversee the preparation of Owners Maintenance Manuals (O&M)
 - e) Prepare all close-out documentation including as-builts, bonds, and warranties
 - f) Provide follow-up services as required by District
-

Please feel free to call or email with questions.

Sincerely,

A handwritten signature in black ink, consisting of stylized, overlapping loops and a long horizontal stroke at the end.

Todd E. Ficken, Principal
F&D International LLC

