

# **REQUEST FOR PROPOSAL (RFP)**

## **Training Room Improvements**

### **Arkansas Valley Ambulance District (AVAD)**

#### **Coaldale, Colorado**

#### **1. Introduction**

The Arkansas Valley Ambulance District (AVAD) is soliciting proposals from qualified and licensed contractors to complete a facility improvement project at the District's Coaldale station. The project includes installation of a suspended drop ceiling with integrated LED lighting and acoustic panels, construction of a pony wall, installation of a ductless minisplit heating and cooling system, and application of spray-foam insulation to a portion of the north wall. All work must be performed by a single contractor and completed within **90 days** of contract award.

#### **2. Project Background**

The AVAD training room is a **30 ft × 30 ft** space within a metal-roof structure insulated with spray foam. The room is used for EMS training, meetings, and community events. The District is upgrading the space to improve acoustics, lighting, comfort, and energy efficiency.

#### **3. Scope of Work**

The selected contractor shall provide all labor, materials, equipment, permitting, and services necessary to complete the following:

##### **3.1 Drop Ceiling, Lighting, and Acoustical Panels**

- Install a new **2 ft × 4 ft suspended drop ceiling** at a finished height of **9 feet**.
- Install **sixteen (16) 2×4 LED lighting panels**, including all wiring, drivers, and electrical connections.
- Install **acoustical ceiling tiles** with a **Noise Reduction Coefficient (NRC) of 0.75 or greater**.
- Coordinate ceiling layout with lighting, HVAC indoor heads, and any existing or future devices.
- Provide all necessary grid, hangers, supports, and finishing materials.

##### **3.2 Pony Wall Construction**

- Construct a **1.5-foot by 30-foot pony wall**.
- Finish the wall to **match existing interior finishes**.
- Ensure structural stability and clean integration with the existing room layout.

### **3.3 Minisplit Heating and Cooling System**

- Furnish and install a **two-head ductless minisplit system**.
- Outdoor unit must have a **minimum heating/cooling capacity of 36,000 BTU**.
- System must be suitable for cold-climate operation typical of central Colorado.
- Provide all refrigerant lines, electrical circuits, condensate management, mounting hardware, and penetrations.
- Place outdoor unit to avoid snow accumulation and maintain service access.
- Start up, test, and commission the system.
- Provide basic user training for AVAD staff.

### **3.4 Spray-Foam Insulation**

- Apply spray-foam insulation to approximately **9 ft × 60 ft** of the north wall.
- Ensure proper thickness, adhesion, and coverage.
- Trim and finish as required for a clean appearance.

### **3.5 Permitting**

- Contractor is responsible for obtaining **all required permits**, inspections, and approvals.

### **3.6 Completion Timeline**

- All work must be completed within **90 days** of contract award.

## **4. Contractor Qualifications**

Proposals must include:

- Proof of Colorado contractor licensing and insurance.
- Experience with commercial HVAC, insulation, and interior construction.
- At least two references for similar projects.
- Identification of any subcontractors (if used).

## 5. Proposal Requirements

Each proposal must include:

- Detailed description of the proposed ceiling system, lighting fixtures, acoustic tiles, minisplit equipment, and insulation materials.
- Model numbers, BTU ratings, and product specifications.
- Layout plan for ceiling, lighting, HVAC heads, and outdoor unit placement.
- Electrical requirements and any needed upgrades.
- Total project cost, including labor, materials, permits, and optional alternates.
- Project schedule demonstrating completion within 90 days.
- Warranty information for equipment and workmanship.

## 6. Evaluation Criteria

Proposals will be evaluated based on:

- Quality and suitability of proposed materials and equipment.
- Contractor experience and references.
- Total cost and long-term operating efficiency.
- Warranty coverage.
- Ability to meet the 90-day completion requirement.
- Completeness and clarity of the proposal.

## 7. Site Visit

A site visit may be scheduled to allow contractors to review the installation area and existing conditions.

## 8. Submission Instructions

- **Proposal Deadline:** Friday, **March 20, 2026**, at **2:00 PM**
- **Electronic Submission:** tkainz@avad.care
- **Physical Delivery:** AVAD Station 11998 County Road 45 Coaldale, CO 81222
- **Questions:** Thomas Kainz (719) 371-0354 tkainz@avad.care

## 9. Reservation of Rights

AVAD reserves the right to reject any or all proposals, waive informalities, and select the proposal deemed to be in the best interest of the District.