



Basalt & Rural Fire Protection District

“Protecting Our Community Since 1970”

RECORD OF PROCEEDINGS

BASALT & RURAL FIRE PROTECTION DISTRICT SPECIAL BOARD MEETING December 21, 2023

Roll Call:

President Van Walraven, Board Member Foster, Board Member Williams, Treasurer Young, Deputy Chief Issel, HR Director Thomas, Chief Thompson, Board Member Duroux (Lifesize), Deputy Chief Richard, Dave Detwiler, Jennifer Diamond, Bob Cole attorney Lifesize.

Call to Order:

Noting a quorum was present, President Van Walraven called the BFD Meeting to order at 5:00 p.m. on December 21, 2023.

Approval of Minutes:

Board Member Williams moved to approve the meeting minutes from November 14, 2023, and Treasurer Young seconded the motion. There was no discussion, and the motion carried to accept the minutes as presented.

Chief's Report: Detwiler's review of who they picked:

Chief Thompson began the meeting by telling the Basalt Board who was involved in the interviews for proposals for Architectural and General contractors for Station 42's remodel, maintenance building, and employee housing design and build: Chief Thompson, Dave Detwiler, Tom Newland, Deputy Chief Issel; President Van Walraven, Treasurer Young, and Board Member Duroux. Dave Detwiler is the owner's representative hired by RFFRA to help interview four architects and two contractors. Detwiler said he contacted eight

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contractors and ten architects with whom he has had positive experiences building fire stations, maintenance facilities, and housing after we knew RFFRA got the bond. Detwiler said they also contacted the Basalt Chamber, which opened it up to a few more proposals. Detwiler said this was a three-week window of the RFPs being out. Detwiler said they considered whether these companies had worked together, what projects they have done, and information about fire stations and working with the people working here. Detwiler said some companies were too busy to work with us. Detwiler reviewed the submitted proposals and said this team interviewed all of them. Detwiler said that in the end, they received four proposals from the design teams and two proposals from contractors.

Detwiler advised that after the completion of the interviews, the committee met to debrief and evaluate the written proposals along with the interviews. Detwiler said that after extensive discussion about each firm, the committee unanimously selected Chamberlin Architects as the design firm and MW Golden as the contractor. Detwiler said these firms had the highest experience with the project types we would be building, had a track record of successful projects, provided high-quality, experienced staff, and proposed very competitive fee structures.

Treasurer Young asked Detwiler if the contractor is bondable, and Chief Thompson said it is required by state law.

Chief Thompson informed all the contractors and architects that RFFRA is bonding and that we should have money in March. Chief Thompson said the message to them was will you do the preconstruction, and we will pay you in March, they both said there were no issues.

Detwiler explains to the Board the commitment being made at this juncture of the planning, saying the preconstruction fee is about \$46,000. Detwiler said the contract would say that you will give RFFRA the benefit of estimates, logistics planning, sequencing, scheduling, etc. if we get a design and bid this project out all the subcontractors, suppliers, and everything else; if you don't come back with a price that works for us, then we can just be relieved of our contractual agreement. Detwiler explains that if this happens, we can either pivot to another contractor or put it out to competitive bids because it's all designed at that point. Detwiler said the only commitment in that contract is the \$46,000. Detwiler says it's never fun to pivot at that point, and our goal is to run through what we have planned.

Detwiler said this committee recommends that the Board authorize Chief Scott Thompson to work with the Fire District's Attorney to negotiate and finalize contract agreements with Chamberlin Architects and M.W Golden; the contracts will use the same base agreement as those on Station 45.

Finance Report: None

Attorney Report:

Attorney Cole says that the bonding requirement and threshold for those bonds on public

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projects is very low; no matter how you split it, you will need to bond, and we recommend a performance, payment, and warranty bond or bonds. Attorney Cole says these three bonds can be staggered, and these techniques are to minimize the cost passed on to RFFR. Attorney Cole says his company has worked with NW Golden over the years, predominantly in fire districts. Attorney Cole says that having been involved in the fire station building for 35 years, the focus on health and safety has changed so much. Attorney Cole says it's best to have someone who understands it and the traffic flow, and the person's longevity in all cases appreciates your work with someone who focuses on that appreciation towards the firefighters. Attorney Cole says picking the right contractors and the contracts he will work on are work we do regularly together, and he does not have concerns about getting them underway. Treasurer Young asked if Golden and Chamberlin were licensed in Eagle County or if they would have to undergo a process. Attorney Cole says he is unaware of Eagle County's contractor licensing requirement. Chief Thompson said they are working in Eagle and knows Pitkin has those requirements, but he is unaware of the requirements in Eagle County; this is unincorporated Eagle County, and they did the bus barn across the street. Detwiler said a contract was sent to them, and there have been no problems; they did modular and vehicle maintenance facility & they have checked all the boxes.

Chief Thompson explained that we would bring the contract to President Van Walraven for signature once Attorney Cole approves it. Attorney Cole adds that this is important as long as it's reviewed and you are comfortable delegating authority to President Van Walraven to sign them and enter into a contract setting a cap for a dollar amount for the Board to approve. Treasurer Young asks what the amount is. Detwiler said the contractor will be allocated \$50,000 for the preconstruction fee. Detwiler said on the architect's side, the budget in the master plan is 1.7 million. Detwiler goes on to explain that the proposal was \$880,000. Chief Thompson says to set a cap of 1 million for design, knowing we put it at 1.7 million to give us wiggle room if needed.

Detwiler recaps: Once Attorney Cole finalizes the contracts and spending caps, at most, \$50,000 will be allocated for Golden for the preconstruction fee and \$ one million for Chamberlin for the design fees. Treasurer Young made a motion to accept the contracts with the approval of the Attorney and have President Van Walraven sign the contract when complete. Board Member Duroux seconded the motion. There was more discussion where Chief Thompson advised that the team approach would be Detwiler, Chief Thompson, and Attorney Cole to negotiate; then, once the Attorney reviews and approves the contract, President Van Walraven will sign the contract. The motion was carried and unopposed.

Chief Thomson said the following update with Eagle Co is with the Attorney's approval; we have entered into a month-to-month lease for the five total acres we will buy. Chief Thompson explained this was to help Tom Newland negotiate and work with Eagle County since we were not the land owners. Chief Thompson said the Crawfords gave us a month-to-month lease, which will help speed up Eagle County. Chief Thompson said we are buying out our old lease, which will change when we buy it outright. Chief Thompson said the Crawfords are okay with waiting till March for money.

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Public Comments:

None

Board Member Comments:

None

Human Resources Report:

None

Staff Comments:

None

Old Business:

None

New Business:

Tom Newland - Tom Newland is here to update the Board on the status of land use approvals for Fire Station 42 in Eagle County. Newland said Eagle County requires two different land use approvals for the station:

Locations and Extents Review: Newland explains that this review process is unique to public and quasi-public entities and bypasses the development approval process private sector applicants must undergo. Newland said the Planning & Zoning Commission conducts the Locations and Extents Review. Newland goes on to say that a public applicant supplies information to the County about what it wants to do, and the Planning and Zoning Commission determines if the proposal complies with the applicable policies of the Master Plan. Newland said this is a narrow review procedure compared to the normal review, which requires conformance with applicable County standards codified in its Land Use Regulations. Newland said Eagle County has 30 days from acceptance of a complete application to make this determination. Newland said the project will not be subject to waiting for review with other land use applications, which will take at least 4 – 6 months. Newland said Eagle County is willing to accept a Locations and Extents application from the Fire District provided that the current lease area is enlarged to the 5.01-acre parcel the district is purchasing from the Crawfords. Newland said it was just told to the Board that Chief Thompson is negotiating a change in the existing lease to increase the size to the needed acreage and to put the lease on a month-to-month basis.

Newland said the second land use approval is a Subdivision Exemption: Newland said the fire district would lease the 5.01-acre parcel from the Crawfords needs to be split off of the existing pasture, known as "Parcel 3 of the Crawford Lot line Adjustment Plat". Newland said because the Fire District is an entity with condemnation powers, the County will allow this to happen without going through the standard subdivision process, which can take 12 – 18 months. Newland said the County has determined that the best approach would be for the fire district to purchase the acreage first and then apply for the subdivision exemption. Newland explains the process: There are two ways to approach the approval process: 1. Submit the Locations and Extents application initially, then go through the Subdivision

Exemption once the parcel has been sold to the Fire District, or 2. Submit both the Locations and Extents and the Subdivision Exemption simultaneously. Newland said initiating the Location and Extents Review first makes the most sense since it has or will have the required acreage, and the approval process has a short turnaround time. Newland said the Subdivision Exemption process will take longer due to the County backlog, and concentrating on the Location and Extents Review initially (and independently) will facilitate the envisioned construction schedule.

Chief Thompson adds that once the contract is made, the design team sits down with Newland, and we come up with those renderings to start utilities and the maintenance building this summer; this is our goal.

President Van Walraven asked if there were any more questions.

Board Member Foster asked if there would be a public hearing, and Newland answered yes.

Board member Duroux asked if anyone would speak to each candidate who submitted an RFP to let them know who was chosen. Detwiler said he would and is willing to go over the proposals to tell them what they could have done better and why another was chosen. Detwiler added the proposals are public records if anyone wants to view them. Chief Thompson said he would have all copies of the proposals for viewing. Board Members Foster and Williams said they would like to view them.

Board Member Williams asked questions about ordering and receiving materials since they tend to back up on a big project. Detwiler said most materials are manageable. Detwiler said ordering things before they are needed and getting what is available is critical to waiting for supplies.

Attorney Cole said it's been a busy year from his standpoint; incredible things are going on, and more to come for this year. Happy holidays! See you after the first of the year.

Adjournment: Treasurer Young made a motion to adjourn the meeting, and Board member Williams seconded the motion, all in favor of ending the meeting at 6:00. None opposed.