



**Sedona Fire District Governing
Fire Board
March 2025**



Sedona Fire District

2860 Southwest Drive, Sedona, Arizona 86336
Telephone (928) 282-6800 FAX (928) 282-6857

REGULAR BOARD MEETING

Station #1 – 2860 Southwest Drive – Sedona – Multipurpose Room
Tuesday, March 18, 2025 / 3:00 PM

~ A G E N D A ~

Pursuant to ARS §38-431.02, notice is given to members of the SFD Governing Board and the public that the Governing Board will meet in Public Session on Tuesday, March 18, 2025, beginning at 3:00 PM in the Station #1 Multipurpose Room. Members of the Board and legal counsel may attend either in person or by telephone conference call.

During this meeting, Board Members may ask questions about, discuss, consider, approve, and/or take possible action on any listed Agenda item and any variable related thereto unless specifically otherwise indicated (such as under Public Forum). SFD may vote to go into Executive Session, which will not be open to the public, on any agenda item pursuant to ARS §38-431.03(A)(3) for legal advice with the Fire District Attorney on the matter(s) set forth in the agenda.

Public Input: Citizens may make oral comments on specific Agenda items or any topic relevant to District business during the public forum. Citizens who wish to speak should complete a Request to Address form, indicating the topic they intend to address. Citizens may submit written comments of any length to the Fire Board. **Notice:** Public comment is encouraged, but it is important that everyone demonstrate the appropriate decorum, courtesy and respect during the meeting. Please treat your fellow citizens with courtesy. Outbursts, interruptions, and personal attacks will not be tolerated.

The meeting room will be accessible to the public at 2:30 p.m.

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Meeting ID: 260 905 087 538

Passcode: CfAysN

Dial in by phone

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[Find a local number](#)

Phone conference ID: 372 741 307#

For organizers: [Meeting options](#) | [Reset dial-in PIN](#)

I. CALL TO ORDER/ROLL CALL

A. Salute to the Flag of the United States of America and Moment of Silence to Honor all American Men and Women in Service to Our Country, Firefighters, and Police Officers.

B. Roll call of Board Members

II. EMPLOYEE RECOGNITION – BADGE PINNING

- A. Badge Pinning – Isaiah Moore, Engineer.

III. BUDGET WORKSHOP

- A. Discussion of possible staff direction regarding the 2026 Budget.

IV. REGULAR BUSINESS MEETING

A. Public Forum:

Speakers are limited to three-minute oral presentations, but may submit written comments of any length for Board files. Board Members may not discuss items not specifically identified on the Agenda. Therefore, pursuant to ARS 38-431.01(I), Board action taken as a result of public comment is limited to directing staff to study the matter, responding to any criticism, or scheduling the matter for further consideration and decision at a later date.

1. Public Comments
2. Executive Staff Response to Public Comments

B. Consent Agenda – Discussion/Possible Actions:

All matters under Consent Agenda are considered by the Board to be routine (i.e. Minutes and/or signatory authority for bank accounts), and will be enacted by a single motion approving the Consent Agenda. If discussion is desired on any particular consent item, a Board Member may ask that item be removed from the Consent Agenda to be considered separately.

1. February 18, 2025 Regular and Executive Session Meeting minutes

C. Financial Report and Updates –Director of Finance Gabe Buldra

1. Discussion/Possible Action: Review and approval of February 2025 Finance Report.

D. Staff Items:

1. February 2025 Monthly Staff Report
 - a. Operations Activities – Assistant Chief Jayson Coil
 - i. Significant Events
 - a. All-Hazard
 - b. Emerging Issues
 - ii. Human Resources
 - a. Staffing
 - b. Promotions
 - c. Significant Issues
 - iii. Administration
 - a. News
 - b. Upcoming Events

- b. Community Risk Reduction Activities – Acting Fire Marshal Kirk Riddell
 - i. Inspection Activities
 - ii. Fire Investigations
 - iii. Notable Events

- c. Operational Support – Division Chiefs Lechowski
 - i. EMS Activities and Updates
 - ii. Fleet Activities and Updates
 - iii. Other program updates

- d. Training and Preparedness – Division Chief Baker
 - i. Training Report
 - ii. Wellness

- e. Fire Chief Report – Fire Chief Mezulis
 - i. Call Volume & Response Review
 - a. Incident Summary and Year-to-Date Comparison
 - b. Response Times
 - ii. Purchase Orders over \$10K
 - iii. Community Thanks & Donations

- E. Discussion/Possible Action: Discussion and possible approval of BAC for Sharepoint software

- F. Discussion/Possible Action: Discussion and possible approval to purchase replacement turnout gear in the amount of \$62,203.75.

- G. Discussion/Possible Action: Discussion and possible approval of Glidescope-Go Video Laryngoscopes for Paramedic Ambulances and Engines in the amount not to exceed \$53,000.00.

- H. Discussion/Possible Action: Discussion and possible approval to approve Request for Statement of Qualifications (RFQ) for architectural services for Fire Station #4 construction AND Request for Statement of Qualifications (RFQ) for Construction Manager at Risk (CMAR) for the construction of Fire Station #4.

- I. Board Member Updates and Ideas for Future Meetings.

V. ADJOURNMENT



EMPLOYEE RECOGNITION

Isaiah Moore
Engineer

BUDGET WORKSHOP



125,058	154,568	95,054	124,500
125,487	56,845	97,511	125,000
124,000	110,000	99,011	154,000
150	150,000	99,216	95,000
	35,000	101,090	154,200
		101,684	110,000
		101,962	89,000
			50,000
			2,700

The background of the entire page is a close-up photograph of a tree trunk's cross-section, showing concentric growth rings in shades of light brown and tan. The rings are more distinct on the right side and become more blurred towards the left.

Consent Agenda

February 18, 2025

Regular Meeting Minutes

Executive Session Minutes



Sedona Fire District

2860 Southwest Drive, Sedona, Arizona 86336
Telephone (928) 282-6800 FAX (928) 282-6857

REGULAR BOARD MEETING

Station #1 – 2860 Southwest Drive – Sedona – Multipurpose Room
Tuesday, February 18, 2025 / 3:00 PM

~ MINUTES ~

I. CALL TO ORDER/ROLL CALL

Pursuant to notice, a regular meeting of the Sedona Fire District (SFD) was called to order by Chair Helen McNeal at 3:03 PM on Tuesday, February 18, 2025. Executive Assistant, Kim Smathers, recorded the minutes. A quorum was present, and the meeting, having been duly convened, was ready to proceed with business.

Board Present: Helen McNeal – Chair; Corrie Cooperman – Clerk; Scott Springett, Diana Christensen and Lance Waldrop – Members. Others Present: Fire Chief Ed Mezulis; Division Chief Jordan Baker; Interim Fire Marshall Kirk Riddell; Gabe Buldra, JVG; Bill Whittington, Attorney; and Executive Assistant Smathers - Recorder.

A. Salute to the Flag of the United States of America and Moment of Silence to Honor all American Men and Women in Service to Our Country, Firefighters, and Police Officers.

Chair McNeal led the Pledge of Allegiance and Chief Ed Mezulis requested a Moment of Silence for the four Police Officers and five firefighters who have passed away since the previous Board Meeting. Recorder Smathers called the roll; all board members were present.

II. BUDGET WORKSHOP

Gabe Buldra, Finance Director, outlined the budget process for the board. He noted that there was a 5.8% increase in property valuation which adds approximately \$1.18 million to the budget for FY26. There were several questions about how what is happening at the federal level will affect SFD. Mr. Buldra stated that he feels that there will be more impact at the state level and more focus on local resources, as the feds seem to be eliminating federal hotshot crews. Chief Mezulis stated that the State level is more concerning, but he also feels that there will be an impact on grant availability.

Mr. Buldra stated that the only foreseeable hit to the budget will be the \$300K in pension costs, Workers Compensation costs look to stay static. Budget worksheets have gone out to the staff and the requests are due in and total number should be estimated in March. Chief Mezulis noted that it is getting harder to rework the capital plan effectively because of the timelines and cost increases for vehicles, especially fire engines, which have increased to almost double in price and double the delivery time of SFDs last two purchased engines.

III. REGULAR BUSINESS MEETING

A. Public Forum:

1. Public Comments
2. Executive Staff Response to Public Comments

There were no requests from the public to speak.

B. Consent Agenda – Discussion/Possible Actions:

1. January 21, 2025, Regular and Executive Session minutes

Clerk Cooperman made the motion to approve the Consent Agenda, as presented and Member Waldrop seconded. There was no further discussion, and the motion was passed unanimously.

C. Financial Report and Updates – Gabe Buldra, JVG

1. Mr. Buldra briefed the Board about the financial status of Sedona Fire District, Mr. Buldra briefed that tax collection continues to lag, so revenue was not as high as anticipated, but it is just a timing issue, and he feels no cause to be concerned at this point. SFD received reimbursement for hurricane response activities from FEMA. At this point in the year, there is 56% of the budget remaining.

Chair McNeal motioned to approve the January Budget Report, which Member Waldrop seconded. There were no further questions, and the motion passed unanimously.

D. Staff Items:

1. January 2024 Monthly Staff Report

- a. Operations Activities – Assistant Chief Jayson Coil
 - i. Significant Events
 - a. All-Hazard
 - b. Emerging Issues
 - i. Human Resources
 - c. Significant Issues
 - ii. Administration
 - a. Upcoming Events
 - b. News & Activities

Chief Mezulis reported for Chief Coil, who was on vacation leave. Operations continues to push on, not a lot of significant events in January, but still a busy month.

The IT position remains open, with over 100 resumes being evaluated down to approximately 20 candidates to be reviewed.

Chief Coil will be representing SFD in the lawsuit, working with the insurance company to resolve.

There are eight candidates who are qualified to test for the Captain’s Assessment Center being held next week.

Three of the four new hire candidates have completed their pre-employment process and are ready to go on March 31, 2025.

- b. Community Risk Reduction Activities –Interim Division Chief Kirk Riddell
 - i. Inspection Activities
 - ii. Fire Investigations
 - iii. Notable Events
 - iv. Fire Marshal Safety Message

Acting Fire Marshal Riddell discussed types and monthly numbers of inspections, breaking them out on his slides, and detailing how many inspections and re-inspections are necessary, per item.

FireWise has been a big issue lately, with daily engagement with the community. There will be a Wildland Urban Assessor training in Sedona on March 20, with 30 seats available. The City of Sedona is sending people to be trained and Riddell feels that seats will fill fast.

Marshal Riddell has weekly meetings on Forest Road and parking garage and both are in compliance. He is engaged with the construction process and there is no need to think that there is anything amiss on those projects.

St. Patrick’s Day parade is scheduled for March 15, and two long-distance runs are upcoming.

Fire Marshal Riddell’s safety message was about winter hiking/running. Making sure to be aware of weather

conditions, dressing appropriately, staying well hydrated are the main factors.

Chair McNeal asked about status of the public forum meeting that is being scheduled with the City of Sedona and other stakeholders. Chief Mezulis noted that it will take place the first week of April, but there are a couple of stakeholders who have yet to respond. It will be held at the Performing Arts Center.

- c. EMS, Fleet, Telecom – Division Chief Lechowski
 - i. EMS Activities and Updates
 - ii. Fleet Activities and Updates
 - iii. Other Updates

Division Chief Lechowski was also on vacation leave tonight, so his briefing was handled by Chief Mezulis. The new mechanic is doing a great job and getting up to speed quickly. The Type-6 is in the state and scheduled to be on-site in 2-3 weeks. Member Waldrop asked why SFD went with a gas truck rather than a diesel for a wildland vehicle. Chief Mezulis noted that this is a second mechanic vehicle, for the new mechanic, not a wildland vehicle, and the gas engine performs better for the activities associated.

The IT project manager has been meeting with the City of Sedona and aligning the installations of both sets of infrastructure, specifically generators and tower infrastructure. The second IT position to assist Josh Clouch is posted and the two radio techs are halfway through their tower classes and certifications.

Chair McNeal stated that she wanted to thank the Chief and Bob for their involvement with assisting the City of Sedona in getting their plans in place, as she feels that helped the goodwill towards the land purchase.

A benefits conference for spouses, etc., is being held next month including Verde Valley FD and Copper Canyon FD personnel and significant others. SFD is providing day care so that is not an issue. This will inform families of the benefits available to them, through their SFD programs.

EMS is tangled with legislative roadblocks and there seems to be a hesitancy to move forward by stakeholders until that is resolved. Many networking contacts and projects that Chief Lechowski has been building are now not in the positions or not responsive.

Last week there was a “sim”-balance on-site at SFD. This simulates calls and is a training mechanism. Chief Mezulis reported that the operators stated that SFD was one of the most professional and engaged staff they had worked with, statewide.

- d. Preparedness & Training – Division Chief Jordan Baker
 - i. Division Updates and Activities
 - ii. Training Report

Division Chief Baker reported that all operational staff have been through a live fire exercise, which is the first one since 2017. All staff completed in one week and will henceforth be on a three-year training rotation. The captain’s task books have been evaluated and the assessment center is next week for testing of eight qualified candidates.

Four new hires will start their academy on March 31, with the 31st being the welcome potluck. Baker invited the Board to attend the potluck and welcome.

Member Waldrop stated that he thought he had a vehicle for extrication training.

There will be a Regional Training Officer meeting on March 5, beginning a quarterly meeting, to standardize regional training and create a master regional training calendar.

DC Baker reviewed his slide information, noting important training that was met, or is ongoing, along with wellness activities that are ongoing.

There are three career fairs scheduled for the next few weeks with upcoming fairs at Red Rocks High School and Yavapai College.

- e. Fire Chief Report – Fire Chief Mezulis
 - i. Call Volume & Response Review
 - a. Incident Summary and Year-to-Date Comparison
 - b. Station Responses
 - c. Response Times

- ii. Purchases over \$10K
- iii. Community Thanks & Appreciation

Chief Mezulis began by noting the number of interactions and engagements with groups and citizens within the District regarding community concerns since the California wildfires. He has also been busy with Meet & Confer meetings with local labor, most of whom are first time labor representatives.

Chief Mezulis relayed incident numbers and response times and reviewed his response times slide and the donation/community thanks regarding the CPR class.

E. Discussion/Possible Action: Possible approval of BAC for purchase of fleet 2025 Ford F350 4x4 pickup including service body upfit, in an amount not to exceed \$70,000.00 from Sanderson Ford. Chief Mezulis noted that this is a budgeted, scheduled replacement. The cost of repairing it is not worth the value of the current 20-year-old vehicle.

Clerk Cooperman made a motion to approve the BAC, as stated. Member Christensen seconded the motion, there was no further discussion, and the motion passed unanimously.

F. Board Member Updates and Ideas for Future Meetings.

Chair McNeal changed the order of the agenda to have Clerk Cooperman provide a briefing on her attendance at the Mental Wellness for First Responders Conference. Clerk Cooperman briefed about the topics covered and the importance of early intervention and peer support programs.

Member Waldrop mentioned being approached by constituents regarding the problems with insurance. Chief Mezulis reiterated that Chief Coil will be working through Arizona Fire Chief's Association with insurance companies. This is not just a Sedona problem, several states are experiencing the same issues with obtaining and keeping insurance in the wildland areas, but the risk factors, etc. are arbitrary and not correctly identified. Chair McNeal stated that the \$9,900 grant from the Arizona Community Foundation that was supported by the Board for Rescue Retrievers was approved and the money has been received.

VI. EXECUTIVE SESSION

These actions were switched to allow Finance Director Buldra to give his input regarding the property purchase and then leave.

- A. Possible vote to go into Executive Session for personnel matters pursuant to ARS §38-431.03 (A)(1) and legal advice pursuant to ARS §38.431.03(A)(3) re: for discussion of Fire Chief's quarterly evaluation and legal advice regarding same.
- B. Discussion/Possible action: For legal advice pursuant to ARS §38-431.03(A)(3), and possible instruction to legal counsel pursuant to ARS §38-431.03(A)(4), and possible instructions to District's representative pursuant to ARS §38-431.03(A)(7), re: possible acquisition of City of Sedona real property and contracts relating to the same.

VII. RECONVENE TO PUBLIC SESSION

A. Discussion/Possible Action: Possible approval of Fire Chief's evaluation for Second Quarter, as discussed in Executive Session.

Chair McNeal made a motion to approve the Fire Chief's Quarterly Evaluation for the Second Quarter as discussed in Executive Session, noting that the Chief's performance has been excellent. Member Springett seconded the motion, there was no further discussion and the motion was unanimously approved.

B. Discussion/Possible Action: Possible approval of contract(s); pursuant to ARS §38.431.03(A)(7) possible authorizations re: execution of same.

Chair McNeal made a motion to authorize the Chief to execute the contract for the purchase of the property with the contract provided by the City of Sedona for the purchase of 401 Jordan Road for Two million, two hundred thirty thousand dollars subject to the Chief's review and approval of the attachments. Clerk Cooperman seconded, there was no further discussion and the motion passed unanimously.

III. ADJOURNMENT

Chair McNeal adjourned the meeting at 5:44 p.m.

Corrie Cooperman, Clerk of the Board

Financial Report

February 2025





Sedona Fire District Monthly Financial Report

Monthly Financial Report – February 2025

Attached are the following for your information and review:

1. Balance Sheet as of February 28, 2025.
2. Summary of reconciled cash balances on February 28, 2025.
3. Income Statement of Revenues and Expenditures for February 2025, including budget to actual and year-to-date balances.
4. Graphs for February 2025.
5. Fixed Asset Additions and Disposals Schedule FY25.
6. Monthly Disbursement Report.
7. 12-Month Cash Flow.

Key points:

- Total Revenue for February is \$825,757 which is \$204,911 over budget.
 - Tax Revenue for February is \$345,311 which is \$7,164 under budget.
 - Non-Tax Revenue for February is \$480,445, which is \$212,074 over budget.
 - Wildland revenue is over budget \$152,334.
 - CRR revenue is over budget \$23,463.
 - Interest revenue is over budget by \$56,732.
- Total Expense for February is \$1,525,967 which is \$121,126 under budget.
 - Vehicles & Equipment is under budget \$41,395, driven by lower than anticipated maintenance costs and equipment purchases.
 - Communications is under budget \$23,102, driven by timing of computer software and support.
 - Meetings, Travel & Training is under budget \$21,341, driven by timing of training.
 - Managerial Cost is under budget \$29,100, driven by lower than anticipated outside professional fees.
- Year-To-Date Revenue for February is \$18,345,967, which is \$1,103,543 over budget.
- Year-To-Date Expenses for February is \$14,465,434 which is \$540,736 under budget.

Please contact the Finance Director with any questions or concerns regarding this report.

Sedona Fire District
Balance Sheet
As of February 28, 2025

03/10/25

Accrual Basis

	Feb 28, 25	Feb 29, 24	\$ Change
ASSETS			
Current Assets			
Checking/Savings			
1000 · Bill.com Money Out Clearing	0.00	12,594.12	-12,594.12
1010 · Capital Reserves Fund	9,456,454.17	4,800,771.13	4,655,683.04
1050 · Chase - Operating Account	499,511.92	446,359.05	53,152.87
1060 · Chase - Payroll Account	1,121,328.79	533,546.80	587,781.99
1070 · County General Fund	10,684,959.16	12,360,858.98	-1,675,899.82
Total Checking/Savings	21,762,254.04	18,154,130.08	3,608,123.96
Accounts Receivable			
1200 · Accounts Receivable*	7,732.29	51,721.70	-43,989.41
1202 · Ambulance Billings Receivable	417,800.61	563,332.92	-145,532.31
1206 · Property Tax - Receivable	274,016.85	294,100.87	-20,084.02
1270 · Lease Receivables	677,198.00	835,305.00	-158,107.00
Total Accounts Receivable	1,376,747.75	1,744,460.49	-367,712.74
Other Current Assets			
1320 · Prepaid Expenses	78,944.10	158,057.83	-79,113.73
1900 · Suspense	6,825.71	0.00	6,825.71
Total Other Current Assets	85,769.81	158,057.83	-72,288.02
Total Current Assets	23,224,771.60	20,056,648.40	3,168,123.20
Fixed Assets			
1400 · Accumulated Depreciation	-16,266,298.67	-15,285,043.75	-981,254.92
1410 · Building and Other Improvements	9,594,240.11	9,373,630.44	220,609.67
1411 · Construction in Progress	15,124.61	0.00	15,124.61
1412 · Furniture and Equipment	7,273,547.80	7,221,009.37	52,538.43
1413 · Land	2,054,578.48	2,054,578.48	0.00
1414 · Vehicles	8,342,133.34	7,722,775.63	619,357.71
1450 · CIP	1,598,474.90	1,598,474.90	0.00
1470 · Right to Use Asset			
1401 · Accum Depreci- Right to Use	-92,998.00	-34,383.00	-58,615.00
1470 · Right to Use Asset - Other	119,624.00	119,624.00	0.00
Total 1470 · Right to Use Asset	26,626.00	85,241.00	-58,615.00
Total Fixed Assets	12,638,426.57	12,770,666.07	-132,239.50
Other Assets			
1500 · Defer Outflows of Rsrcs - ASRS	167,808.00	210,737.00	-42,929.00
1510 · Defer Outflows of Rsrcs - PSPRS	9,027,233.00	9,743,953.00	-716,720.00
1515 · Defer Outflows Rsrcs PSPRS Tr 3	388,283.00	293,325.00	94,958.00
1520 · Defer Outflows - PSPRS OPEB	120,568.00	89,576.00	30,992.00
1525 · Defer Outflows PSPRS OPEB Tr 3	5,880.00	3,257.00	2,623.00
1530 · Defer Outflows - ASRS OPEB	8,439.00	5,554.00	2,885.00
1540 · Risk Pool Capitalization	231,080.00	231,080.00	0.00
1815 · Net Pension Asset - PSPRS Tr 3	51,105.00	35,355.00	15,750.00
1825 · Net Pension Asset PSPRS OPEB	11,446.00	7,775.00	3,671.00
1830 · Net Pension Asset ASRS OPEB	40,926.00	46,043.00	-5,117.00
Total Other Assets	10,052,768.00	10,666,655.00	-613,887.00
TOTAL ASSETS	45,915,966.17	43,493,969.47	2,421,996.70

03/10/25
 Accrual Basis

Sedona Fire District Balance Sheet As of February 28, 2025

	Feb 28, 25	Feb 29, 24	\$ Change
LIABILITIES & EQUITY			
Liabilities			
Current Liabilities			
Accounts Payable			
2000 · Accounts Payable	50,604.48	128,394.26	-77,789.78
Total Accounts Payable	50,604.48	128,394.26	-77,789.78
Credit Cards			
2003 · National Bank of Arizona Credit	31,156.74	30,634.72	522.02
Total Credit Cards	31,156.74	30,634.72	522.02
Other Current Liabilities			
2010 · Accrued Employee Leave	1,719,680.90	1,513,232.61	206,448.29
2011 · Accrued Payroll	313,580.31	230,405.10	83,175.21
2014 · Defer Inflows of Rsrcs - ASRS	167,731.00	159,774.00	7,957.00
2015 · Defer Inflows of Rsrcs - PSPRS	1,397,093.00	1,915,187.00	-518,094.00
2017 · Federal PR Taxes Payable	0.00	-28,054.96	28,054.96
2018 · HSA Deduction	4,365.79	-5,510.53	9,876.32
2019 · Insurance Premium Liabilities	31,889.35	-17,547.44	49,436.79
2021 · Payroll Liabilities	0.00	1,351.18	-1,351.18
2022 · Retirement Payable	272,507.73	233,348.40	39,159.33
2023 · SUTA Tax Payable	0.00	2,162.12	-2,162.12
2025 · Workers Compensation Liability	-20,373.21	531.72	-20,904.93
2027 · State Withholding Tax Payable	0.00	25,892.84	-25,892.84
2049 · Defer Inflows of Rsrcs PSPRS T3	9,611.00	8,792.00	819.00
2050 · Defer Inflows OPEB PSPRS	88,115.00	117,288.00	-29,173.00
2051 · Defer Inflows OPEB ASRS	21,151.00	30,171.00	-9,020.00
2054 · Defer Inflows PSPRS OPEB TR3	571.00	661.00	-90.00
2070 · Defer Inflow related to Leases	638,122.00	825,154.00	-187,032.00
Total Other Current Liabilities	4,644,044.87	5,012,838.04	-368,793.17
Total Current Liabilities	4,725,806.09	5,171,867.02	-446,060.93
Long Term Liabilities			
2052 · Net Pension Liab OPEB PSPRS	208,845.00	161,554.00	47,291.00
2053 · Net Pension Liab OPEB ASRS	980.00	750.00	230.00
2201 · Net Pension Liability - ASRS	1,197,427.00	1,313,939.00	-116,512.00
2202 · Net Pension Liability - PSPRS	26,875,394.00	26,242,437.00	632,957.00
2270 · Lease Liability	88,208.00	87,343.00	865.00
Total Long Term Liabilities	28,370,854.00	27,806,023.00	564,831.00
Total Liabilities	33,096,660.09	32,977,890.02	118,770.07
Equity			
3000 · Opening Balance Equity	5,149,965.20	5,149,965.20	0.00
3010 · Fund Balance	-2,425,262.92	-2,425,262.92	0.00
3200 · Unrestricted Net Assets	6,214,070.47	4,745,194.57	1,468,875.90
Net Income	3,880,533.33	3,046,182.60	834,350.73
Total Equity	12,819,306.08	10,516,079.45	2,303,226.63
TOTAL LIABILITIES & EQUITY	45,915,966.17	43,493,969.47	2,421,996.70

Sedona Fire District
Summary of Reconciled Cash Balances
 Period Ending 02/28/2025

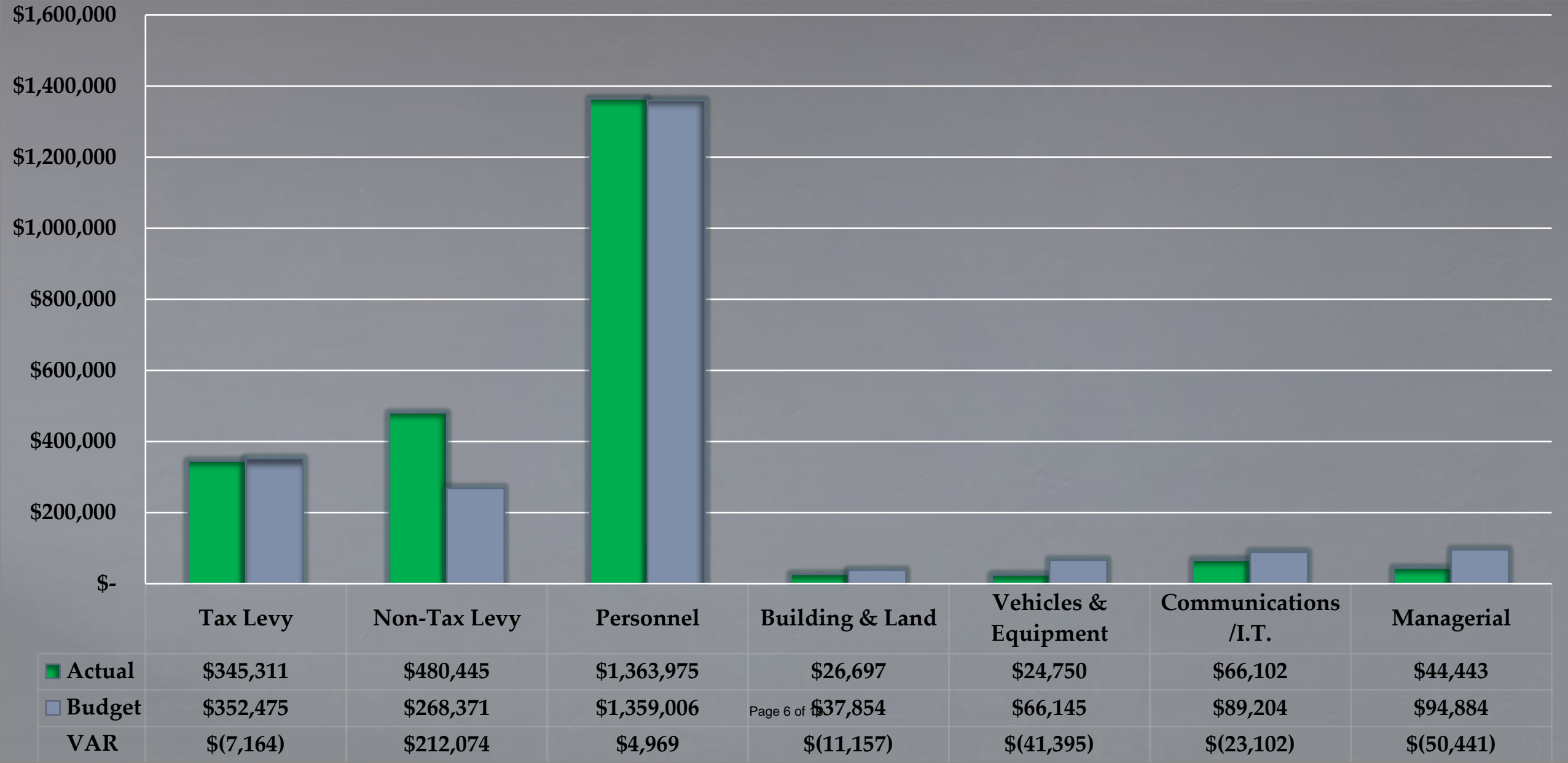
	County General Fund	Capital Reserves	Chase Operating Account	Chase Payroll Account
	<u>2/28/2025</u>	<u>2/28/2025</u>	<u>2/28/2025</u>	<u>2/28/2025</u>
Beginning Balance	12,272,442.05	9,423,144.30	163,434.16	927,545.22
Cleared Transactions				
Checks and Payments	(2,165,621.85)	-	(618,084.96)	(1,956,216.43)
Deposits and Credits	494,334.21	33,309.87	954,162.72	2,150,000.00
Total Cleared Transactions	<u>(1,671,287.64)</u>	<u>33,309.87</u>	<u>336,077.76</u>	<u>193,783.57</u>
Cleared Balance	<u><u>10,601,154.41</u></u>	<u><u>9,456,454.17</u></u>	<u><u>499,511.92</u></u>	<u><u>1,121,328.79</u></u>
Uncleared Transactions				
Checks and Payments	(26,305.21)	-	-	-
Deposits and Credits	110,109.96	-	-	-
Total Uncleared Transactions	<u>83,804.75</u>	<u>-</u>	<u>-</u>	<u>-</u>
Register Balance as of 02/28/2025	<u><u>10,684,959.16</u></u>	<u><u>9,456,454.17</u></u>	<u><u>499,511.92</u></u>	<u><u>1,121,328.79</u></u>

03/10/25
 Accrual Basis

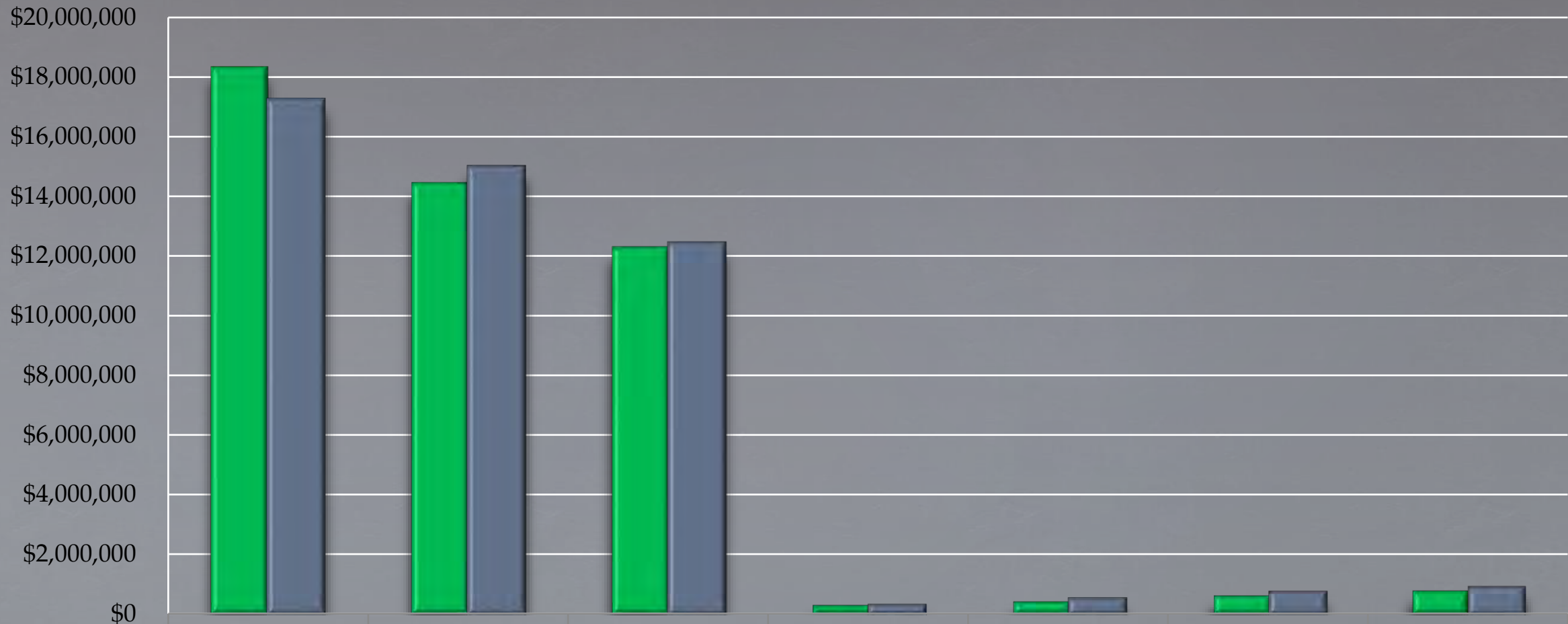
Sedona Fire District Profit & Loss Budget Performance February 2025

	Feb 25	Budget	\$ Over Budget	Jul '24 - Feb 25	YTD Budget	\$ Over Budget	Annual Budget
Ordinary Income/Expense							
Income							
4001 · Tax Levy Revenue	345,311.11	352,475.00	-7,163.89	14,655,128.55	14,876,255.00	-221,126.45	20,800,436.00
4100 · Non-Tax Levy Revenue	480,445.48	268,371.00	212,074.48	3,690,838.58	2,366,169.00	1,324,669.58	3,639,645.00
Total Income	825,756.59	620,846.00	204,910.59	18,345,967.13	17,242,424.00	1,103,543.13	24,440,081.00
Gross Profit	825,756.59	620,846.00	204,910.59	18,345,967.13	17,242,424.00	1,103,543.13	24,440,081.00
Expense							
5001 · Personnel Cost	1,363,975.00	1,359,006.00	4,969.00	12,316,729.45	12,458,750.00	-142,020.55	19,138,347.00
6001 · Building & Land	26,696.94	37,854.00	-11,157.06	307,598.29	322,581.00	-14,982.71	475,750.00
6101 · Vehicles & Equipment	24,749.66	66,145.00	-41,395.34	428,913.60	540,134.00	-111,220.40	812,635.00
6300 · Communications	66,102.49	89,204.00	-23,101.51	620,704.84	757,268.00	-136,563.16	1,114,066.00
6401 · Meetings, Travel & Training	14,190.12	35,531.00	-21,340.88	214,624.96	320,245.00	-105,620.04	498,291.00
7001 · Managerial Cost	30,252.52	59,353.00	-29,100.48	576,862.66	607,192.00	-30,329.34	881,608.00
Total Expense	1,525,966.73	1,647,093.00	-121,126.27	14,465,433.80	15,006,170.00	-540,736.20	22,920,697.00
Net Ordinary Income	-700,210.14	-1,026,247.00	326,036.86	3,880,533.33	2,236,254.00	1,644,279.33	1,519,384.00
Net Income	-700,210.14	-1,026,247.00	326,036.86	3,880,533.33	2,236,254.00	1,644,279.33	1,519,384.00

February 2025



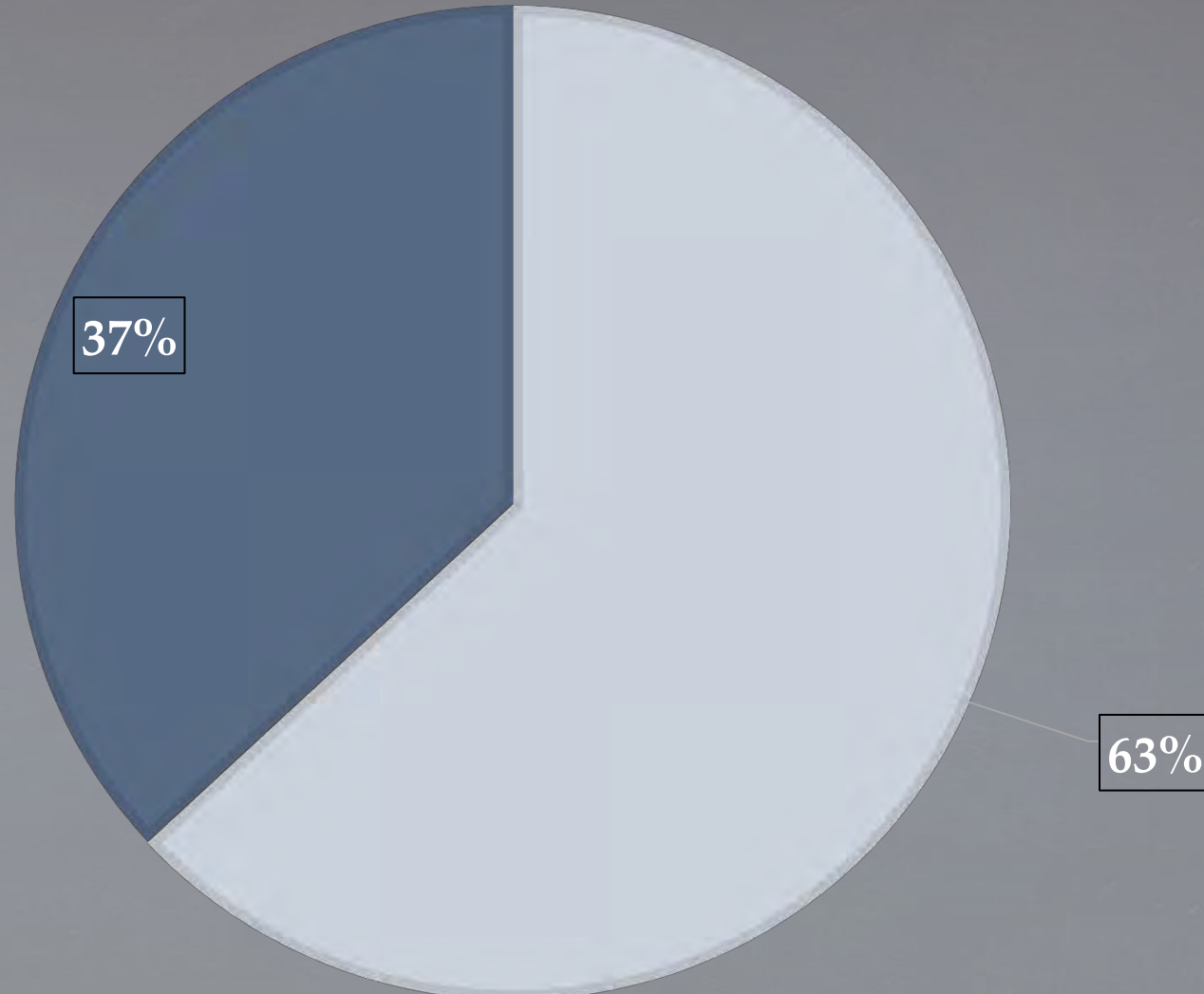
Fiscal Year to Date Budget to Actual



Actual	\$18,345,967	\$14,465,434	\$12,316,729	\$307,598	\$428,914	\$620,705	\$791,488
Budget	\$17,242,424	\$15,006,170	\$12,458,750	\$322,581	\$540,134	\$757,268	\$927,437
Budget to Actual Var	\$1,103,543	(540,736)	(142,021)	(14,983)	(111,220)	(136,563)	(135,949)

YEAR TO DATE EXPENSES AS PERCENTAGE OF BUDGET

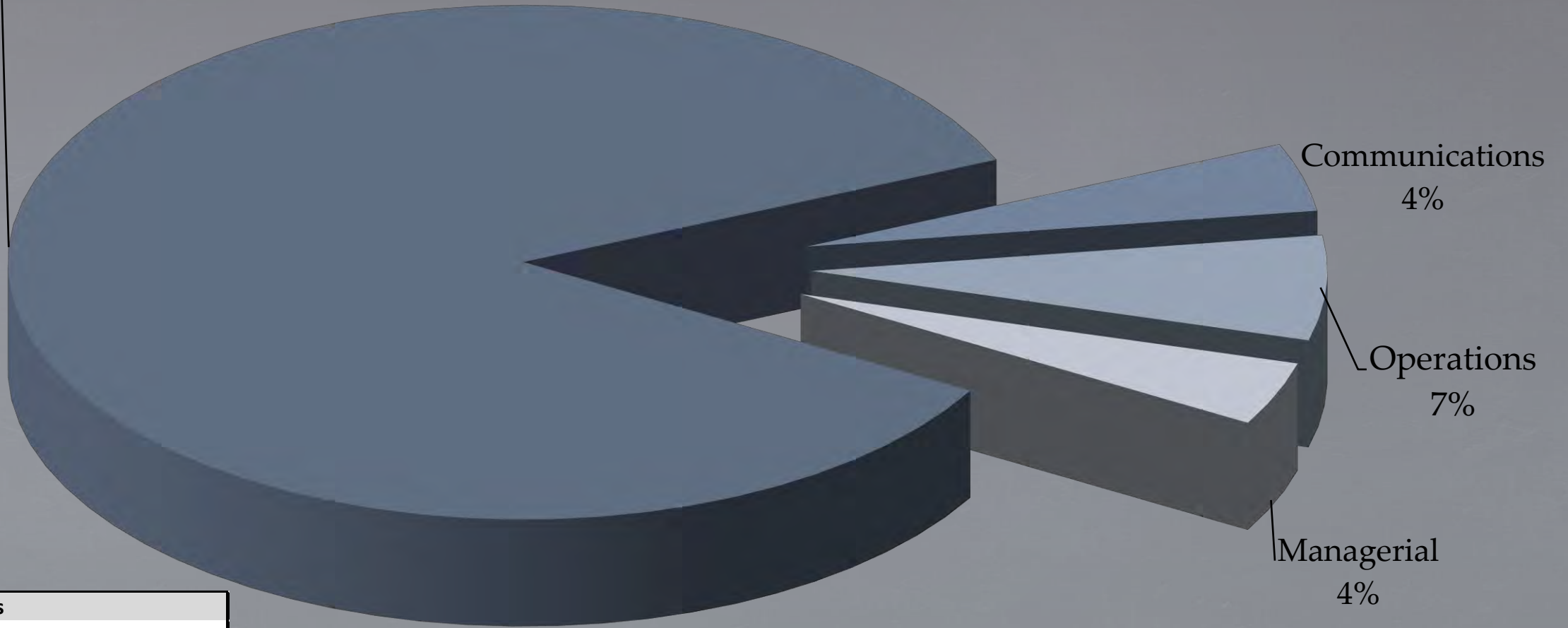
Actual YTD Budget Remaining



Percentage of Expenses Year to Date

Personnel

85%



Communications

4%

Operations

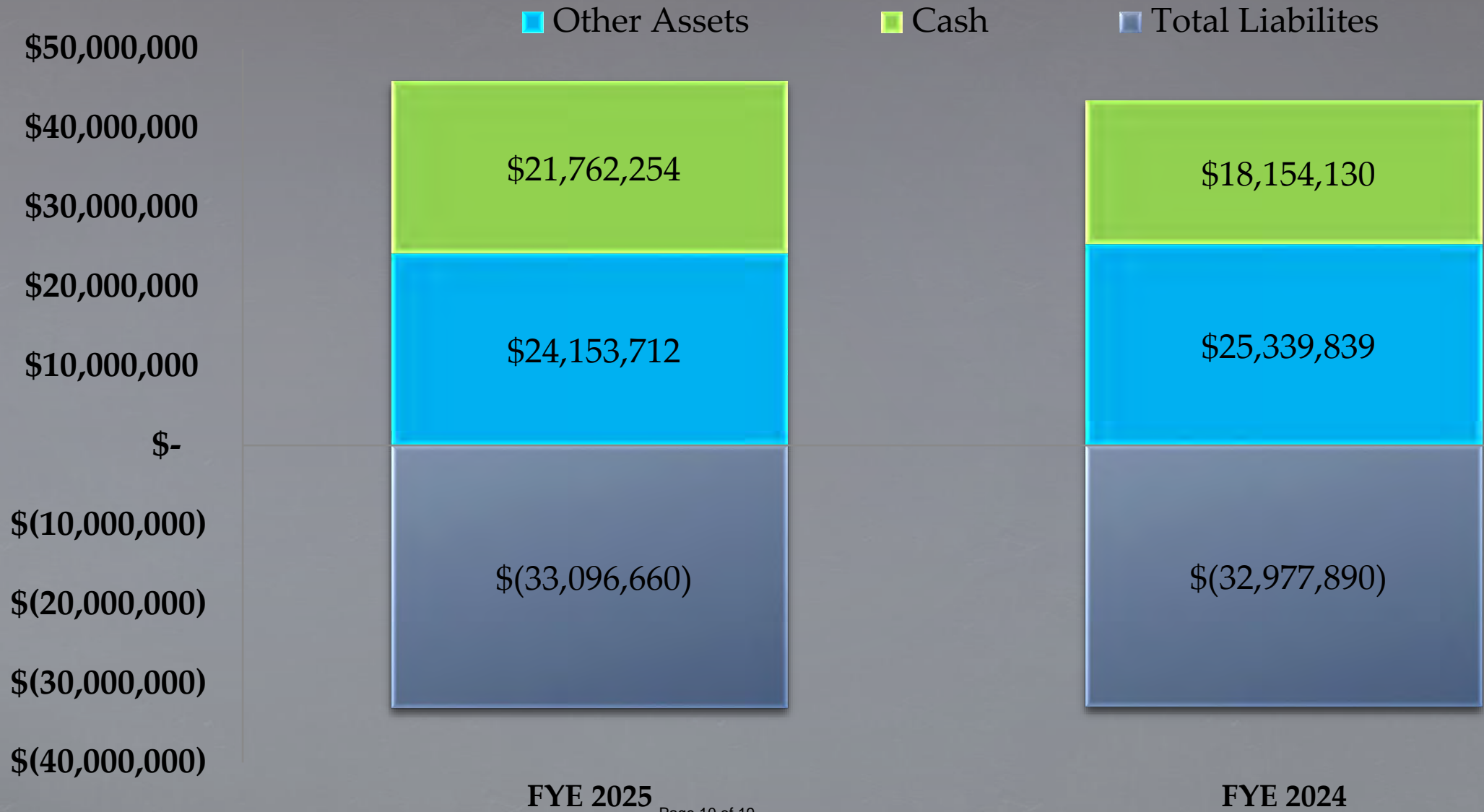
7%

Managerial

4%

Function Expenses	
Salaries and Wages	81.21%
Operations	11.10%
Communications	2.27%
Managerial	5.42%

Cash Position



Recorded Fixed Asset purchases:

Account Number	Account Name	Amount	Description of Asset
1411	Construction in Progress	\$15,124.61	Multi-purpose room A/V upgrade
1412	Furniture & Equipment	\$45,182.33	Equipment for Type 1 Engine
1412	Furniture & Equipment	\$7,356.10	Battery powered blower
1410	Buildings and Other Improvements	\$69,659.74	Station 1 Stucco
1410	Buildings and Other Improvements	\$2,175.00	Station 1 Concrete
1410	Buildings and Other Improvements	\$9,062.50	Station 3 & 6 Concrete Repairs
1410	Buildings and Other Improvements	\$94,268.57	Station 1 Improvements
1414	Vehicles	\$10,839.42	Remaining Balance on Pierce Enforcer
1414	Vehicles	\$15,668.45	Upgrades for new Type 1 Engine
1414	Vehicles	\$231,729.59	Remount/refurbish North Star
1414	Vehicles	\$67,321.94	2024 Suburban
1414	Vehicles	\$293,798.31	Ford F550 BME Type 6
	TOTAL	\$862,186.56	

Recorded Fixed Asset Disposals:

Account Number	Account Name	Amount	Description of Asset



SFD Division Updates

OPERATIONS

SIGNIFICANT EVENTS

ALL-HAZARD

EMERGING ISSUES

HUMAN RESOURCES

STAFFING

PROMOTIONS

SIGNIFICANT ISSUES

OPERATIONS

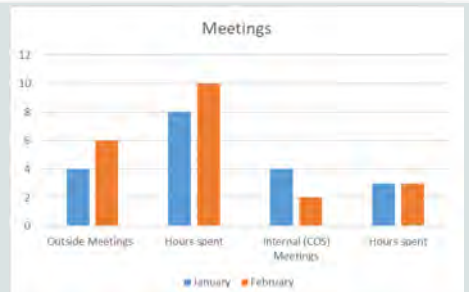
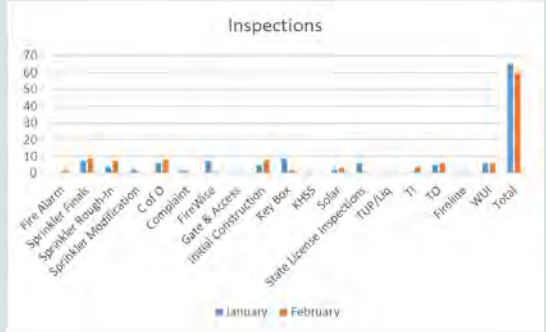
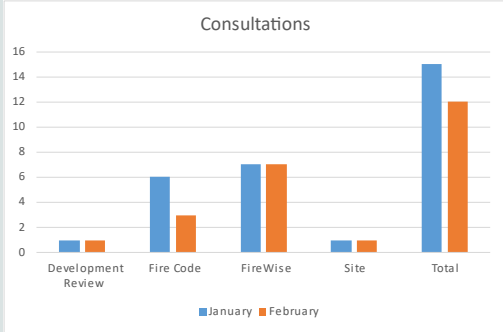
ASSISTANT CHIEF JAYSON COIL

TELECOMMUNICATIONS

OUTAGES

MAJOR PROJECTS

Community Risk Reduction - Acting Fire Marshal Kirk Riddell





Sedona Fire District's 22nd Annual Wildfire Preparedness Event

WILDFIRE PREPAREDNESS DAYS

Yard Waste Drop Off

For more information call 928-282-6800

April 26TH and 27th Village of Oak Creek – 8:00 – 5:00

6657 State Route 179 VOC (Enter via Jacks Canyon Rd to East Cortez)

May 3rd and 4th West Sedona – 8:00 – 5:00 West Sedona School

570 Posse Ground RD (Near the Community Pool Parking)

Sedona & Village of Oak Creek Area Residents

A free event to dispose of flammable and combustible vegetation to assist with protecting your home from wildfire. Creating a defensible space of just 30 feet can substantially increase your home's survivability during a wildfire.

What You Can Do

- Remove tall, dry grasses & brush around your home
- Create fuel "breaks" amongst dead shrubs & trees
- Trim tree branches off the ground and above & near buildings
- Remove pine needles & leaves from roofs, gutters, and eaves

ABSOLUTELY NO DUMPING BEFORE OR AFTER TIMES NOTED ABOVE

What is Accepted

- Bagged leaves, grass & pine needles
- Brush, limbs, tree & shrub trimmings

What is NOT Accepted

- Cactus, appliances, hazardous materials, garbage, mattresses, paint, batteries, treated lumber and other household waste.



Reducing Wildfire Risk in the Home Ignition Zone

FIREWISE USA™

Residents reducing wildfire risks

Arizona Department of
Forestry and Fire
Management

State Fire Prevention
Officer

Aaron Casem
1110 W. Washington
Suite 500
Phoenix, Arizona 85007
Office: 602-771-1403
acasem@dffm.az.gov

DFFM A1S
North District FMO

Rick Miller
rmiller@dffm.az.gov
(928) 606-1967

For additional training
opportunities, follow
us on
Social Media.



This one-day course is designed for community members and fire professionals interested in wildfire risk reduction actions property owners can implement to improve home survivability due to wildland fire threat.

The course will include information on the fundamentals of wildland fire behavior; potential ignition zone; recommendations for wildfire risk reduction actions; case studies of Wildland Urban Interface fires; National Fire Protection Association Firewise® and the Firewise USA™ recognition program.

There will be a mix of classroom-based presentations and field practice with property site visits. Please dress appropriately for weather conditions with pants and closed-toe shoes for the property walk-throughs. Participants will be required to come eager to learn and must attend the full course to receive a Certificate of Course Completion.

To register contact:

Jacob Richardson
DFFM North Zone
Prevention

jrichardson@dffm.az.gov

480-594-1360

Date: Tuesday, March 20th, 2025
(1 Day Course)

Registration Deadline: March 17

Time: 8:00 AM - 4:00 PM

Location: Yavapai Title Company
1650 W State Route 89A
Suite B
Sedona, AZ 86336

Cost: Free
30 Seats Available



?? Division

Division Chief Buzz Lechowski



- Fleet
- GIS
- IT
- Mental Health/Peer Support
- EMS



TRAINING AND DEVELOPMENT/ WELLNESS MARCH 18TH , 2025

DIVISION REPORT



TRAINING AND DEVELOPMENT

- Captain's Assessment Center Complete. 8 candidates and 25+ Evaluators / Role Players.
- Corona, CA Extrication Class Complete X 2 Instructors
- Regional Training Officers Meeting Held (SFD To Chair Committee)

TRAINING PLANNED

- MCS Evaluations - March 17 / 19 / 21
- Ladder Truck Qualification Training - March 24/25
- ROHVA Class Scheduling For April
- Probationary FF Evals X 3 (April)

WELLNESS ACTIVITIES

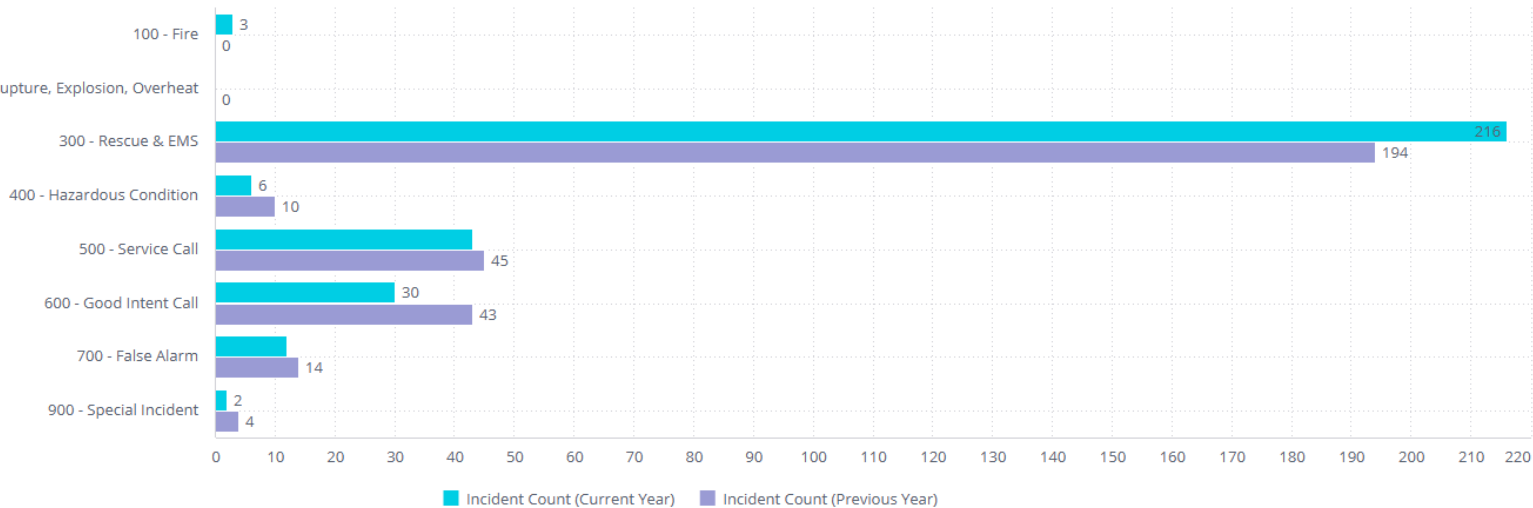
- Repairs of Older Equipment in Process
- Annual Physicals On Going
- Tracking of Injuries and Associated Costs On-Going (Prevention Measures Discussed)
- Career Fair / Job Expos x 3 Attended



**February 2025
Chief's Report
Fire Chief Mezulis**

Incident Numbers (2025 vs. 2024)

Incident Volume Compared to Previous Year by Incident Type Group



Response Times

February 2025



February 2024



Purchase Orders over \$10K

2/4	CBRE, Inc	\$14,500.00	Station 4 Appraisal
2/13	Sanderson Ford	\$66,836.66	Board Approved Vehicle

Community Thanks & Appreciation

Debra & James Strassman
\$100 Donation

Robert & Joanie Neri
\$50 Grocery Card to Crew



Thank you for
changing our battery
in the smoke
detector.

Jon + Terri Petrescu

Louisiana Carmel Cookies.



**SEDONA FIRE DISTRICT
FIRE BOARD AGENDA COMMUNICATION**

Submitted by: Josh Clouch

Date: 03/11/2025

SUBJECT: Sharepoint Migration Project AGENDA ITEM #E:	BOARD MEETING DATE: 03/18/2025 DIVISION / SECTION: TELECOM
ACTION REQUIRED: <input type="checkbox"/> Resolution <input checked="" type="checkbox"/> Motion <input type="checkbox"/> Information <input type="checkbox"/> Other (Explain)	BOARD RECOMMENDATION: <input checked="" type="checkbox"/> Approval <input type="checkbox"/> Denial <input type="checkbox"/> None Forwarded

Project/issue relates to SFD Strategic Plan _____ or Not Applicable X.

ISSUE: Approval of purchase order in the amount of \$60,000 to WCI Consulting dba HingePoint for SharePoint Migration Project.

BACKGROUND: The current SharePoint site is an end-of-life onsite SFD hosted server running on software from 2013. The organization of the site and the files are out of date and unkempt. The site can only be accessed through Sedona Fire internal internet or through Sedona Fire Provided VPN and configuration.

FINANCIAL PERSPECTIVE: The current SharePoint software is no longer supported by Microsoft and the site itself hasn't been updated or worked on in many years. It costs time and money to keep the server hosting the SharePoint software updated. The new site will provide a homepage resource for Sedona Fire District Employees to access files, upcoming event information, documentation and calendar data via the cloud from any device. This will also lay the groundwork to build automated systems like class requests and allowing faster access to needed data, saving future manhours.

PROS & CONS:

Pros: Can access SFD internal resources without the need for a VPN, saved costs on not needing to replace an onsite server, revamped resources for all SFD employees, a shared master calendar for better collaboration between departments.

Cons: User Training will be needed to acclimate to the new site, cloud-based service, so no internet means no site access

INTERNAL PROCESS PERSPECTIVE: The current SharePoint is widely used for access to external links and a few internal documents but not much else, so SharePoint has never really lived up to its potential. The problem is that the current site is too old to really work anymore when we have a better solution through office 365 updated SharePoint. The new site will allow better and easier access to internal resources as well as give much needed features to the operation of Sedona Fire as a whole, such as a shared master calendar that ties all department calendars into one, or the ability to access shared drives without the need for a VPN connection when in the field or remote. The goal of this project is to make a digital "home base" for all SFD employees to utilize when needing a document or resource

FIRE CHIEF RECOMMENDATION: I recommend approval of this software. This platform will allow us to migrate to a common calendar for the district's activities. Additionally, this platform will allow us to migrate and upgrade our policy and procedure manual to a common place.

FINANCE SECTION APPROVAL:

MOTION(S):

I move to approve the Purchase Order **TBD** in the amount of \$60,000 to WCI Consulting dba HingePoint for SharePoint Migration Project.

I move to deny approval of the Purchase Order **TBD** in the amount of \$60,000 to WCI Consulting dba HingePoint for SharePoint Migration Project.

ATTACHMENTS: *(List any attachments, such as, Purchase Order # and Amount, Resolution, Quotations, Agreements/Contracts, etc.)*



**SEDONA FIRE DISTRICT
FIRE BOARD AGENDA COMMUNICATION**

Submitted by: BC Wassell *Date:* 3/11/2025

SUBJECT: Purchase Replacement Turnout Gear AGENDA ITEM #: F	BOARD MEETING DATE: 3/18/2025 DIVISION / SECTION: Operations
ACTION REQUIRED: <input type="checkbox"/> Resolution <input checked="" type="checkbox"/> Motion <input type="checkbox"/> Information <input type="checkbox"/> Other (Explain)	BOARD RECOMMENDATION: <input type="checkbox"/> Approval <input type="checkbox"/> Denial <input type="checkbox"/> None Forwarded

Project/issue relates to SFD Strategic Plan x or Not Applicable .

ISSUE:

Purchase of 15 sets of turnouts to continue with SFD strategic replacement. This request is currently budgeted.

BACKGROUND:

To remain compliant with NFPA 1851, SFD purchases approximately 15 sets of turnouts per year to ensure all turnouts remain within the 10-year maximum service life. To support cancer mitigation efforts, all firefighters will be equipped with two sets of operational turnouts, each maintained under the maximum 10-year shelf life. New sets will be rotated every five years to maintain this standard.

FINANCIAL PERSPECTIVE: Total cost of this capital purchase is \$63,203.75

PROS & CONS: *This purchase maintains our commitment to having two sets of turnout gear for our operational employees. This is part of our Cancer prevention strategy.*

INTERNAL PROCESS PERSPECTIVE: *Ensures members have serviceable turnout gear while their second pair is being cleaned or maintained.*

BOARD ATTORNEY APPROVAL: (N/A)

FIRE CHIEF RECOMMENDATION: **I recommend the approval of the purchase in the amount of \$63,203.75 for firefighting turnout gear.**

FINANCE SECTION APPROVAL: N/A

MOTION(S):

I move to approve *the purchase of turnout gear for operational staff in the amount of \$63,203.75 from the Swift Group, LLC.*

I move to deny approval *(include the necessary verbiage).*

ATTACHMENTS: *Estimate #1881 from Swift Group LLC*



SWIFT GROUP LLC

Swift Group LLC
38196 N Longbow Way
San Tan Valley, AZ 85140-0069
USA
+14804778716
jswift@swiftgroup.us

Estimate

ADDRESS

Chief Jeff Wassell
Sedona Fire Dept
2860 Southwest Drive
Sedona, Arizona 86336

SHIP TO

Chief Jeff Wassell
Sedona Fire Dept
2860 Southwest Drive
Sedona, Arizona 86336

ESTIMATE # 1881

DATE 02/17/2025

PRODUCT	DESCRIPTION	QTY	RATE	AMOUNT
INNOTEX:Energy Gear	Custom Energy Gear QUO-101341-C3M6B	15	3,949.00	59,235.00T

Thank you for your business!
Please note no returns accepted after 30 days~ All returns must have receipt and in resalable condition ~FR Clothing can't be washed and must have tags~ Items can't have any signs of use ~Shipping charges are non-refundable~25% Restocking Fee on Cancelled Orders.

SUBTOTAL	59,235.00
TAX	3,968.75
TOTAL	\$63,203.75

Accepted By

Accepted Date



**SEDONA FIRE DISTRICT
FIRE BOARD AGENDA COMMUNICATION**

Submitted by: DC Buzz Lechowski Date: 03/11/2025

SUBJECT: Purchase of Glidescope-Go Video Laryngoscopy Cameras AGENDA ITEM #:H	BOARD MEETING DATE: 03/18/2025 DIVISION / SECTION: EMS
ACTION REQUIRED: <input type="checkbox"/> Resolution <input checked="" type="checkbox"/> Motion <input type="checkbox"/> Information <input type="checkbox"/> Other (Explain)	BOARD RECOMMENDATION: <input type="checkbox"/> Approval <input type="checkbox"/> Denial <input type="checkbox"/> None Forwarded

Project/issue relates to SFD Strategic Plan X or Not Applicable .

ISSUE: Sedona Fire District (SFD) is seeking to “enhance pre-hospital delivery of emergency medical services” (2018 SFD Strategic Plan, pg. 16) to our community through the purchase of industry standard video laryngoscopy cameras and the associated consumables deployed during their use, in an amount not to exceed \$53,000.00.

BACKGROUND: SFD paramedics treat and manage breathing and airway problems that occur within our district on a regular basis. Many of these issues require skilled visualization and insertion of airway adjuncts to provide or assist in breathing adequately for our patients. Additionally, SFD is the only agency in the Verde Valley that is approved by our medical director to perform high-risk airway management using paralytics during rapid-sequence-induction (RSI) of an endotracheal tube into the trachea. The industry standard, first-line method for inserting these endotracheal tubes is via video laryngoscopy.

Additionally, our existing adjuncts that assist in visualizing the patient’s airway, while leading edge over a decade ago when originally purchased, are now end of life, failing, and unreliable.

The system that we are proposing to purchase, GlideScope Go, represents contemporary technology that is ruggedized for our diverse landscape of operations.

The number within this purchase proposal outfits each Paramedic Engine Company and each Paramedic Ambulance.

If SFD moves forward with the purchase of this equipment, GlideScope trains every SFD provider during hands on skills labs.

FINANCIAL PERSPECTIVE: This purchase is budgeted and shown within the SFD Capital Plan for the current fiscal year.

To offset the total cost, SFD will be utilizing \$10,000 that was granted to us from a grateful citizen. We will also receive a \$5,500 credit for trading in our aged equipment.

PROS & CONS: This equipment and associated training enhances service delivery and prepares our responders by placing the most effective means for airway management into their hands. It aligns with the strategic plan and industry standards in EMS. It is also recommended by our medical director.

BOARD ATTORNEY APPROVAL: *(If Applicable)*

FIRE CHIEF RECOMMENDATION: **It is recommended that approval to spend funds to purchase the GlideScope Go systems for our engines and ambulances.**

FINANCE SECTION APPROVAL: GlideScope Verathon is the sole provider of these devices.

MOTION(S):

I move to approve *the expenditure to purchase the GlideScope Go systems from GLideScope Verathon, total price not to exceed \$53,000.*

ATTACHMENTS:

- (1) Requisition for purchase.*
- (2) Quote from GlideScope Verathon*



To: Sedona Fire District
2860 Southwest Drive
Sedona, AZ 86336
Name: Buzz Lechowski
Email: blechowski@sedonafire.org

Account Number 80063134
Quote Number 00314604
Created Date 2/6/2025
Expiration Date 3/31/2025

To prevent delays, please do ensure the PO matches this quotation and includes the quotation number when ordering.

Please Email or Fax Purchase Order to:
Garrett Oeltman
garrett.oeltman@verathon.com
Phone: 7252216780

Quantity	Product	Product Code	Sales Price	Upgrade Value	Total Price
11.00	GlideScope Go 2 Monitor Kit	0270-1107	USD 3,400.00	USD -5,500.00	USD 31,900.00
11.00	GlideScope Go 2 Charging Cradle Kit	0800-0662	USD 160.00		USD 1,760.00
11.00	GlideScope Go 2 Small Carrying Case	0800-0684	USD 48.00		USD 528.00
11.00	GS Go 2 1-year Extended Warranty	0003-1408	USD 444.00		USD 4,884.00
1.00	GS Spectrum QC, Miller S0, BOX-10	0270-1087	USD 550.00		USD 550.00
2.00	GS Spectrum QC, Miller S1, BOX-10	0270-1088	USD 550.00		USD 1,100.00
6.00	GS Spectrum QC, MAC S3, BOX-10	0270-1085	USD 440.00		USD 2,640.00
6.00	GS Spectrum QC, MAC S4, BOX-10	0270-1086	USD 440.00		USD 2,640.00
6.00	GS Spectrum QC, Hyperangle S3, BOX-10	0270-1083	USD 440.00		USD 2,640.00
6.00	GS Spectrum QC, Hyperangle S4, BOX-10	0270-1084	USD 440.00		USD 2,640.00
2.00	GlideRite SU Stylet (Lg) Pk/10	0270-1005	USD 124.00		USD 248.00

Subtotal USD 57,030.00
Discount Amount USD 5,500.00
Sales Price USD 51,530.00
Service FedEx Ground®
Shipping and Handling USD 1,240.00



www.Verathon.com

If applicable, taxes will be included on your invoice, Please do not pay from quote.

Verathon Medical Corporate Headquarters
20001 North Creek Parkway
Bothell WA, 98011

Unless otherwise expressly agreed in writing signed by the parties, Verathon's [Standard Terms and Conditions](#) shall apply to all sales, offers, quotes, and/or contracts.

TID 1659

Tradeout 11 Air track units
Trade discount applied

The Verathon logo consists of the word "verathon" in a lowercase, blue, sans-serif font. The letters are slightly shadowed, giving it a 3D appearance as if it's floating above a light blue, circular glow.

www.Verathon.com

If applicable, taxes will be included on your invoice, Please do not pay from quote.

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Bothell WA, 98011

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TID 1659

**REQUEST FOR STATEMENT OF QUALIFICATIONS (RFQ)
 FOR ARCHITECTURAL SERVICES
 FIRE STATION #4 CONSTRUCTION
 RFQ # 25-01**

INTRODUCTION

The Sedona Fire District (the "District") is seeking a qualified consultant team to provide architectural services to design a new fire station (Fire Station #4). This project site is located at the address below, which is District-owner property. Services will include design and coordination with the construction manager at risk (CMAR) process. Qualifications shall be delivered to the mailing address below and shall be in possession of the District on or prior to the exact date and time indicated below. Late offers will not be considered. **Offers shall be submitted in a sealed package with "RFQ #25-01 Architectural Services for Fire Station #4 Construction" and the offeror's name and address clearly indicated on the front of the package.** All offers shall be completed in ink or typewritten. Offerors are strongly encouraged to carefully read the **entire** Request for Statement of Qualifications.

Offer Due Date:	
Offer Time:	
Number of Qualifications:	One (1) unbound original (labeled) and five (5) bound paper copies
Contact:	Ed Mezulis, Fire Chief
E-mail:	emezulis@sedonafire.org
Mailing Address:	2860 Southwest Dr., Sedona, AZ 86336
Project Location:	401 Jordan Rd., Sedona, AZ 86336 (see Exhibit "A" hereto)

OFFER

The undersigned, on behalf of the entity, firm, company, partnership, or other legal entity identified below, hereby submits this offer to the District in accordance with all terms, conditions, specifications, and amendments set forth in the Notice of Request for Statement of Qualifications issued by the District. Any exceptions to these terms must be expressly stated in writing and are subject to the District's approval before acceptance. By signing below, the undersigned certifies full understanding and agreement to comply with the Request for Statement of Qualifications package issued by the District.

For Clarification of this offer contact:				
Arizona Transaction (Sales) Privilege Tax License Number			Name	
Federal Employer Identification Number			Email	
Company Name			Telephone	
Address			Authorized Signature for Offer	
City	State	Zip Code	Printed Name	Title

PROJECT DESCRIPTION

The project will require the design of the new Fire Station No. 4 to be built on 401 Jordan Rd., Sedona, AZ 86336. The specific building location on the site has not been determined at the time of this request.

The property is approximately 1.63 acres in size, relatively rectangular in shape, and may have some existing setbacks and easements that will affect the overall use and placement of buildings and driveways. A single story solution is desired.

SCOPE OF WORK

This solicitation and any resultant contract award are contingent upon the District successfully closing the project site (401 Jordan Rd., Sedona, AZ 86336). The District reserves the right to cancel or postpone this RFQ if the property acquisition is not completed as anticipated. In such an event, the District shall not be liable for any costs incurred by the applicant-firms in response to this RFQ.

Fire Station No. 4 is proposed to be a single-story fire station with the following:

- Three (3) apparatus bays
- One (1) pull-through bay for a command vehicle
- A minimum of eight (8) dormitories
- Standard fire station amenities (e.g., kitchen, dining, day room, exercise space, restrooms, etc.)
- A whole station generator
- A potential meeting room for staff and public use
- Parking, hardscape, landscape, irrigation, and security lighting
- Architectural elements, landscape, and hardscape to blend with the surrounding community

It is anticipated that this project will utilize a construction manager at risk (CMAR) contract.

The consultant shall have demonstrated experience in design and construction administration and observation on similar projects.

The selected firm will be responsible for the full scope of architectural design services, including but not limited to:

1. Design Services:

- Develop project program to meet District operational needs
- Design and prepare project plans and specifications for the construction of the fire station, including site build out
- Conduct geotechnical engineering and investigations
- Investigate and design utilities and infrastructure for project development, including but not limited to water, sewer, stormwater, and coordination with utility providers (electric, gas, telecommunications).
- Work with the District for space planning and layout requirements to meet operational needs
- Provide cost estimates for the project construction
- Work with stakeholders from various agencies as required

- Coordinate with the CMAR in developing design documents
- Review and provide recommendations regarding cost models/GMPs provided by the CMAR contractor
- Assist in the value engineering process
- Participate in community outreach and public information efforts as required
- Other services as required to support successful project completion and the District interests

2. Possible Construction Administration and Observation (CA&O)

- Provide general project administration and construction observation to ensure compliance with the project plans and specifications
- Act as the District's representative during construction, assisting with oversight and contract compliance
- Develop project schedule in coordination with the CMAR contractor
- Provide daily interaction with the contractor to clarify job requirements
- Hold on-site and off-site meetings as appropriate with Contractor, District staff, impacted third parties, utilities, and agencies as required
- Assist with or conduct construction meetings
- Review contractor shop drawings and submittals
- Review and certify monthly progress payments
- Review and approve monthly pay requests
- Schedule, conduct, and provide documentation for regular progress meetings with the District
- Respond to Requests for Information (RFIs) and Change Order requests, issuing interpretations and clarifications of the construction documents
- Verify compliance with contract documents
- Prepare weekly observation reports detailing construction progress to keep the District informed of project status and issues
- Perform record-keeping and maintain project documents, including correspondence, schedules, submittals, test data, payments, meeting minutes, specifications, drawings, photographs, shop drawings, and as-builts
- Conduct substantial completion walkthrough
- Issue recommendations for substantial completion
- Review contractor's record drawings monthly and prepare final record drawings
- Develop and track punch lists
- Conduct pre-final and final walkthroughs
- Conduct a one-year warranty walkthrough
- Other services as required to support the successful completion of the work and the District's interests

PRE-SUBMITTAL MEETING

A pre-submittal meeting will be held. At this meeting District staff will discuss the scope of work, general project requirements, and respond to questions from the attendees. It is strongly recommended that interested firms attend the pre-submittal meeting. Inquiries regarding the project scope outside of this pre-submittal meeting must be directed to the Fire Chief, Ed Mezulis.

Pre-submittal Meeting Information:

Location: _____

Date: _____

Time: _____

STATEMENT OF QUALIFICATIONS EVALUATION CRITERIA (100 points)

A firm will be selected through a qualifications-based selection process based on the criteria below. Sub-criteria are listed in order of importance in relation to project services.

1. Design Experience of the Firm (20 points)

Describe the experience and qualifications of the prime firm in providing architectural design services for similar projects. Identify at least three (3) but no more than five (5) relevant projects the submitting firm has completed. All projects submitted must have been completed within the last seven (7) years. For each project listed, provide:

- a. Description of the project including scope, type of project delivery and project owner.
- b. Include references for each project, including project owner's name, title, organization, current phone number, and current email address.
- c. Role of the firm and explain how this relates to the services being solicited.
- d. Project's original contract value, final contract value, and reason for variance (if any).
- e. Project's start date and completion date.

2. Construction Administration and Observation Experience of the Firm (10 points)

Describe the experience and qualifications of the firm in providing construction administration and observation services (CA&O) for similar projects. Identify at least three (3) but no more than five (5) relevant projects the submitting firm has completed. Include assigned CA&O personnel if different from personnel performing architectural services. All projects submitted must have been completed within the last seven (7) years. For each project listed, provide:

- a. Description of the project including scope, type of project delivery and project owner.
- b. Include references for each project, including project owner's name, title, organization, current phone number, and current email address.
- c. Role of the firm and explain how this relates to the services being solicited.
- d. Project's original contract value, final contract value, and reason for variance (if any).
- e. Project's start date and completion date.

3. Design Experience of the Key Personnel and Subconsultants (20 points)

Describe the experience and qualifications of the specific project team expected to be assigned to this project in providing architectural design services for similar projects. For each key person identified, list their length of time with the firm. List each key person's role in the projects provided. If a project selected for a key person is the same as one selected for the firm, provide just the project name and the role of the key person. For each project listed, provide:

- a. Description of the project including scope, type of project delivery and project owner.
- b. Include references for each project, including project owner's name, title, organization, current phone number, and current email address.
- c. Role of the team or team member and explain how this relates to the services being solicited.
- d. Project's original contract value, final contract value, and reason for variance.
- e. Project's start date and completion date.

4. Construction Administration and Observation Experience of Key Personnel and Subconsultants (10 points)

Describe the experience and qualifications of the project team expected to be assigned to this project in providing construction administration and observation services for similar projects. For each key person identified, list their length of time with the firm. If a project selected for a key person is the same as one selected for the firm, provide just the project name and the role of the key person. Include assigned CA&O personnel if different from personnel performing architectural services. For each project listed, provide:

- a. Description of the project including scope, type of project delivery and project owner.
- b. Include references for each project, including project owner's name, title, organization, current phone number, and current email address.
- c. Role of the team or team member and explain how this relates to the services being solicited.
- d. Project's original contract value, final contract value, and reason for variance.
- e. Project's start date and completion date.

5. Project Understanding and Approach (35 points)

Describe your firm's understanding of the Sedona Fire District's needs for this project, including:

- a. Team's approach to a fire station project, including important considerations such as scope, schedule, and budget.
- b. Important considerations such as project issues and challenges. Provide examples of three (3) anticipated project challenges and how they were solved in prior projects.
- c. Important considerations such as project size, apparatus circulation, neighborhood presence, and offsite utility coordination.
- d. Describe your firm's method and approach to Construction Manager at Risk (CMAR) project delivery.
- e. Describe your firm's conflict communication plan; what is your proposed escalation ladder?
- f. Provide an understanding and approach of the area, knowledge of the community and demonstrate experience with successfully communicating and relating with the cultural community of a project location.

6. Staffing Information for Key Personnel (5 points)

Please provide the following information:

- a. Team's availability and commitment to the project, including subconsultants.
- b. Team's plan to maintain continuity of the proposed services.
- c. Organization chart showing key personnel, current professional licenses, or certifications, and assigned roles for both Design and Construction Administration and Observation services for the project.
- d. Identify the following key personnel: Lead Project Manager, Cost Estimator, Civil/Site, Structural and MPE Engineers of Record, Architect of Record (if different from Lead), Project Designer (if different from lead), Project Architect (if different from lead) and Landscape Architect. Note: **All positions must be licensed in the State of Arizona.** The Firm may also include resume data for other personnel that you consider key.
- e. Identify the location of the lead firm's principal office and the home office location of key staff on this project.

SUBMITTAL REQUIREMENTS

The Statements of Qualifications should include a two-page letter of transmittal/cover letter plus a maximum of fifteen (15) pages, plus appendix, to address the RFQ evaluation criteria listed above. The core section of the response will include comprehensive responses to the RFQ evaluation criteria specified herein. Resumes for each key team member shall be limited to a maximum length of two (2) pages and should be attached as an appendix to the offer. The introduction/offer sheet on page one of this RFQ shall be included. Please also include a table of contents (not included in the page count). One (1) unbound original plus five (5) bound paper copies of the Statement of Qualifications must be submitted to Attn: Ed Mezulis, 2860 Southwest Dr. Sedona AZ 86336 at 2:00 pm Arizona Time by _____, 2025, 2:00 pm AZ time.

GROUND FOR DISQUALIFICATION

The following **will be grounds for disqualification**, and will be strictly enforced:

- Submitting a Statement of Qualifications after the due date and time.
- Submitting a Statement of Qualifications to the assigned Contracts Specialist for a different project.
- Violating the "Contact with District Employees" policy contained in this RFQ.

SELECTION PROCESS AND SCHEDULE

Interested firms will submit a SOQ. The firm will be selected through a qualifications-based selection process. A selection committee will evaluate each SOQ per the criteria set forth in "Statement of Qualifications Evaluation Criteria" section above. The District, in its sole discretion, may select at least three (3), but not more than five (5) firms to be shortlisted for interviews, or the District may select a firm based solely on the scoring of the SOQs and reference checks.

Interviews may be conducted. If the District determines that interviews will be held, then finalists from the SOQ evaluation will be invited to participate in detailed interviews. A letter to each finalist will contain the evaluation criteria to be used during the interview presentation. Interview evaluations to select the highest qualified firm include scores from the SOQ evaluation process. The District may conduct a due diligence review on the firm receiving the highest evaluation.

The District will enter into negotiations with the selected firm and execute a contract upon completion of negotiation of fees, contract terms, and District Governing Board approval.

The following tentative timetable has been prepared for this project. Firms interested in this project must be available on the dates as specified below.

	Issuance of Request for Statement of Qualifications
	Pre-Submittal Meeting
	Deadline for questions
	Response to RFQ Due
	Selection/Evaluation Committee makes selection
	Selection/Interview Notification
	Interviews (if applicable)
	District Board Meeting to Approve

If the District is unsuccessful in negotiating a contract with the best-qualified firm, the District may then negotiate with the next most qualified firm until a contract is executed, or the District may decide to terminate the selection process. Once a contract is executed with the successful firm, the procurement is complete.

The selected firm shall comply with Arizona Revised Statutes, including Title 34 thereof.

GENERAL INFORMATION

1. **District Reservation of Rights.** The District hereby reserves the right to:
 - a. Reject any or all Statements of Qualifications, or portions thereof;
 - b. Waive any immaterial defect or informality in any Statement of Qualifications;
 - c. Reissue a Request for Statement of Qualifications; or
 - d. To be the sole judge of the merits of the respective Statements of Qualifications received.

2. **Changes to the Request for Statements of Qualifications.** Any changes to this RFQ will be in the form of a notification posted on the District’s website (www.sedonafire.org). The District shall not be responsible for any oral instructions. It shall be the responsibility of the applicant-firm to determine if a notification has been posted or to contact the District to determine if a notification has been issued.

3. **Contact with District Employees.** This policy is intended to create a level-playing field for all applicant-firms, to ensure that contracts are awarded in public, and to protect the integrity of the selection process. **OFFERORS WHO VIOLATE THIS POLICY MAY BE DISQUALIFIED.**

Beginning on the date the RFQ is issued and continuing until the contract is awarded or the RFQ is withdrawn, all individuals or entities responding to this RFQ—including their employees, agents, representatives, proposed partners, subcontractors, joint ventures, or any lobbyists or attorneys acting on their behalf (collectively, the “Proposer”)—shall refrain from direct or indirect contact regarding this RFQ with any member of the selection panel, District staff, or members of the Sedona Fire District Governing Board, except for the designated point of contact identified in this RFQ.

Proposers may continue to conduct unrelated business with the District, provided that discussions regarding this RFQ or the selection process do not occur outside of the designated procurement channels.

If a Proposer wishes to communicate with the Fire District Governing Board regarding this RFQ, such communication shall take place only at a public meeting that is properly noticed in accordance with Arizona Open Meeting Law (A.R.S. § 38-431 et seq.). Any such meeting must be scheduled through the Fire Chief or other designated District representative and publicly posted at least 24 hours in advance, identifying the participants and subject matter.

Failure to adhere to this policy may result in disqualification from this RFQ process or other remedial actions as determined by the District.

4. **Conflict of Interest.** The District reserves the right to disqualify any Proposer on the basis of any real or apparent conflict of interest that is disclosed by the proposal submitted or any other data available to the District. This disqualification is at the sole discretion of the District. Any Proposer submitting a proposal herein waives any right to object now or at any future time, before any body or agency, including but not limited to, the Sedona Fire District Governing Board or any court.
5. **Protest Policy.** Any and all protests relating to this RFQ shall be handled in accordance with A.R.S. § 34-603(J).
6. **Release of Project Information/Public Records.** The District may provide the release of all public information concerning the project, including selection announcements and contract awards. Those desiring to release information to the public must receive prior written approval from the District. To submit a public records request please visit: www.sedonafire.org/faqs/#records.
7. **Inquiries.** Please address all inquiries and questions to:

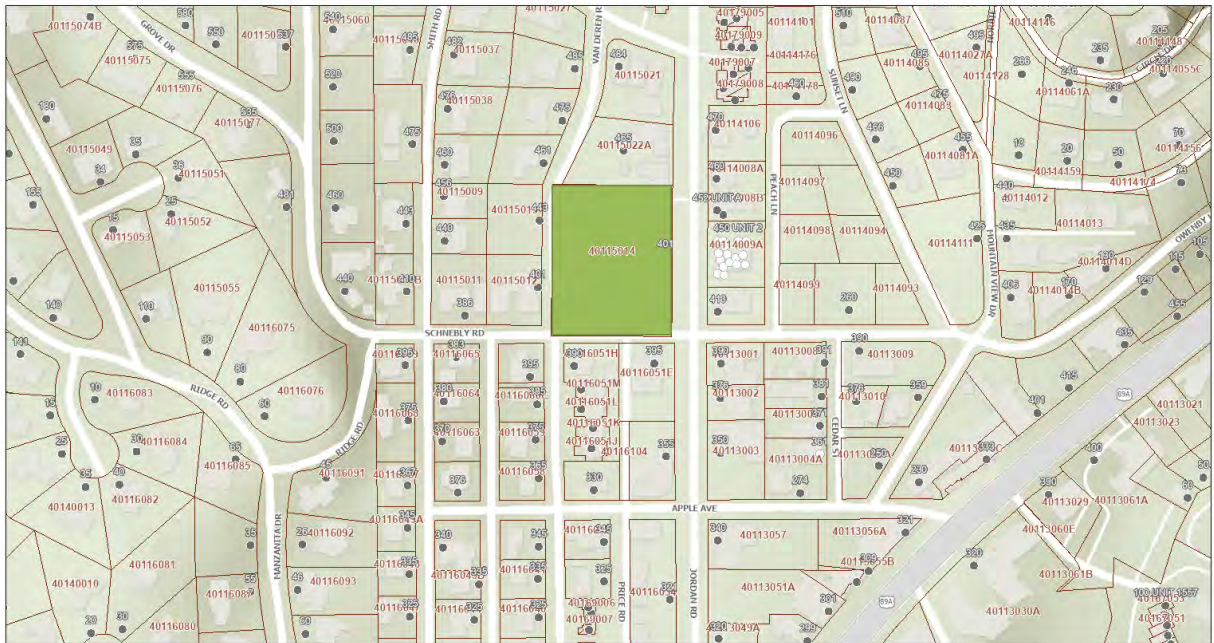
Ed Mezulis, Fire Chief
2860 Southwest Dr
Sedona, AZ 86336
emezulis@sedonafire.org
928-204-8924

Any and all inquiries or questions should be received no later than five (5) days prior to the RFQ response due date. Inquiries of questions after that date may not be answered. All questions and answers may be posted on the District's website or issued as an addendum to the RFQ via a notification posted on the District's website.

Exhibit A

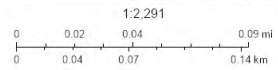
Project Site: 401 Jordan Rd., Sedona AZ 86336 (Coconino APN 401-15-014)

ArcGIS Web Map



10/3/2024, 10:45:12 AM

- County Boundary
- Municipal Boundaries
- Addresses
 - Primary
 - Secondary
- Coconino County Parcels
- County Land Ownership
 - Private



Esri Community Maps Contributors, City of Sedona, Coconino County, County of Yavapai © OpenStreetMap, Microsoft, Esri, TomTom, Garmin, SafeGraph, GeoTechnologies, Inc., METI/MASA, USGS, Bureau of Land Management, EPA, NPS, US Census Bureau,

**REQUEST FOR STATEMENT OF QUALIFICATIONS (RFQ)
 CONSTRUCTION MANAGER AT RISK (CMAR) FOR THE
 FIRE STATION #4 CONSTRUCTION
 RFQ# 25-02**

INTRODUCTION

The Sedona Fire District will accept competitive sealed Statements of Qualifications for a Construction Manager at Risk for the Fire Station Four Construction at the address or physical location until the date and time detailed below. The Qualifications shall be delivered to the location listed below, and shall be in the actual possession of the District on or prior to the exact date and time indicated below. Late offers will not be considered. **Offers shall be submitted in a sealed package with “RFQ #25-02 Construction Manager at Risk (CMAR) for the Fire Station 4 Construction” and the Offeror’s name and address clearly indicated on the front of the package.** All offers shall be completed in ink or typewritten. Offerors are strongly encouraged to carefully read the **entire** Request for Statement of Qualifications.

Offer Due Date:	June 15 th , 2025
Offer Time:	2:00 pm Arizona Time
Number of Qualifications:	1 unbound original (labeled) and five (5) bound paper copies
Contact:	Ed Mezulis, Fire Chief
E-Mail:	emezulis@sedonafire.org
Mailing Address:	2860 Southwest Dr., Sedona AZ 86336
Location:	401 Jordan Rd., Sedona AZ 86336

OFFER

The undersigned on behalf of the entity, firm, company, partnership, or other legal entity listed below offers on its behalf to the District an offer that contains all terms, conditions, specifications and amendments in the Notice of Request for Statement of Qualifications issued by the District. Any exception to the terms contained in the Notice of Request for Statement of Qualifications must be specifically indicated in writing and are subject to the approval of the District prior to acceptance. The signature below certifies your understanding and compliance with the Terms and Conditions contained in the Request for Statement of Qualifications package issued by the District.

Arizona Transaction (Sales) Privilege Tax License Number: _____	For clarification of this offer contact: Name: _____ Email: _____
Federal Employer Identification Number: _____	Telephone: _____
Company Name _____	Authorized Signature for Offer _____
Address _____	Printed Name _____
City _____ State _____ Zip Code _____	Title _____

INSTRUCTIONS TO OFFEROR

1. PREPARATION OF STATEMENT:

- a. Electronic or facsimile offers will not be considered.
- b. The offer document shall be submitted with an original ink signature by a person authorized to sign the offer.
- c. Erasures, interlineations, or other modifications in the offer shall be initialed in original ink by the authorized person signing the Offer.
- d. It is the responsibility of all Offerors to examine the entire Request for Statement of Qualifications package and seek clarification of any item or requirement and to check all responses for accuracy before submitting a bid. Negligence in preparing an offer confers no right of withdrawal after offer due date and time.

2. INQUIRIES: Any question related to the Request for Statement of Qualifications shall be directed in writing or via e-mail no later than five (5) days prior to the Request opening date, to the person whose name appears on the front. Questions submitted after that period may not be answered due to time constraints. Any correspondence related to a Request for Statement of Qualifications should refer to the appropriate Request for Statement of Qualifications ID, page, and paragraph number. These questions and answers will be communicated to all via a formal Addendum to the solicitation, posted on the District's website as Q&A Clarifications. However, the Offeror shall not place the Request for Statement of Qualifications ID on the outside of any envelope containing questions since such an envelope may be identified as a sealed offer and may not be opened until after the official Request for Statement of Qualifications due date and time.

3. RFQ OFFER FORMAT: One (1) unbound original document (label original) and five (5) bound paper copies of the offer shall be submitted in the format indicated in the Offer Format and Required Response section of the RFQ. The Statement of Qualifications shall include a two-page transmittal/cover letter, pages to address the RFQ evaluation criteria (excluding resumes but including an organization chart with key personnel and their affiliation). Resumes for each team member shall be limited to a maximum length of two (2) pages and should be attached as an appendix to the RFQ. Please provide one (1) original and five (5) copies of the Statement of Qualifications by _____, 2025 2:00 pm, AZ time. The District reserves the right to accept or reject any and all Statements of Qualification. The District is an equal opportunity employer. If a company wishes to submit a company brochure, this can be done under separate cover. The brochure will not be used in the selection process and may be retained in the District files.

4. DUE DATE AND TIME: Offerors must submit offers to Ed Mezulis, Fire Chief, Sedona Fire District or designee by 2:00 pm Arizona Time on **June 15th, 2025** at the address or physical location listed on the Introduction/Offer Sheet (Page 1 of RFQ). Late offers will not be accepted.

5. **RFQ OFFER OPENING:** Offers shall be opened immediately following the time and at the place designated on the cover page of this document. The name of each Offeror and the identity of the Request for Statements of Qualifications for which the offer was submitted shall be publicly read and recorded in the presence of a witness. Offers, modifications, and all other information received in response of this Request for Statement of Qualifications shall be shown only to District personnel having legitimate interest in the evaluation. After award of the offer, the successful offer and the evaluation documentation shall be open for public inspection.
6. **WITHDRAWAL OF RFQ OFFER:** At any time prior to the specified offer due date and time, an Offeror (or designated representative) may withdraw the offer. Facsimile offer withdrawals will not be considered.
7. **AMENDMENT OF RFQ OFFER:** Receipt of an RFQ Amendment shall be acknowledged by signing and returning the original document prior to the specified offer due date and time or with the submittal.
8. **PAYMENT:** The District will make every effort to process payment for the purchase of goods or services within thirty (30) calendar days after receipt of goods or services and a correct notice of amount due, unless a good faith dispute exists as to any obligation to pay all or a portion of the account.
9. **TAXES:** The Sedona Fire District is exempt from Federal Excise Tax, including the Federal Transportation Tax. Sales tax, if any, shall be indicated as a separate item.
10. **AWARD OF CONTRACT:** Notwithstanding any other provision of this Request for Statement of Qualifications, the District expressly reserves the right to:
 - a. Waive any immaterial defect or informality; or
 - b. Reject any or all offers, or portions thereof; or
 - c. Reissue a Request for Statement of Qualifications
 - d. Unless the Offeror states otherwise, the District reserves the right to award by individual line item, by group of line items, or as a total, whichever is deemed most advantageous to the District. If the Offeror's offer is an "all or nothing" offer, it must be so indicated on the offer sheet.
11. **SELECTION SCHEDULE TIMETABLE:** This schedule below is subject to change as indicated below. Please refer to the Sedona Fire District website for any updates: www.sedonafire.org

___/___/___ & ___/___/___	Issuance of Request for Statement of Qualifications
___/___/___	Responses to RFQ due at 2:00 p.m. (Arizona Time)
___/___/___	Selection/Evaluation Committee selects Contractor(s)
___/___/___	SFD Board meeting to act on approval of contract

Please address all inquiries and questions to:
 Ed Mezulis, Fire Chief
 2860 Southwest Dr
 Sedona, AZ 86336
emezulis@sedonafire.org
 928-204-8924

- 12. EVALUATION OF STATEMENT OF QUALIFICATIONS (SOQ):** The CMAR will be selected through a qualifications-based selection process, which will consist of two (2) or possibly three (3) evaluated elements:
- a. Statements of Qualifications (SOQs) submitted in response to this RFQ
 - b. Reference verification of the finalists
 - c. Interviews of at least three (3) short-listed firms, if applicable

A Selection Committee will evaluate each RFQ according to the criteria set forth below. Based on the evaluation criteria scoring (worth a maximum of 100 points), scores for each firm will be evaluated to determine the Best Qualified for the project.

If applicable, prior to conducting the interviews, the District will perform a reference verification process by contacting and interviewing the references provided by the shortlisted firms. The firms receiving the highest evaluation score from the selection panel may be selected to interview for the contract (shortlisted firms). The interview invitation letter will provide the evaluation criteria to be used. The District reserves the right to conduct personal interviews or require presentations of any or all offers prior to the selection of the best-qualified firm.

The District will enter into negotiations with the top ranked firm and execute a contract upon completion of negotiation of fees and contract terms. If the District is unsuccessful in negotiating a contract with the top ranked team, the District may then negotiate with the next lower ranked team until a contract is executed. The District may decide to terminate the selection process at any time.

The Sedona Fire District shall evaluate offers based upon the following criteria listed below in relative order of importance. All respondents shall respond to the following items, which represent the weighted scoring criteria in the evaluation process. Responses to each of the criteria items below should begin on a new numbered page.

13. Evaluation Criteria:

I. Experience and qualifications of the firm (30 points)

- a. Provide a general description of the firm and the team that is proposing to provide the contracted services. Provide an organizational chart that shows key team members and identifies the location from which they will perform their work.
- b. Identify at least three (3) comparable projects in which the firm served as the Construction Manager at Risk during design and construction phases (without providing construction services), and/or General Contractor. Special consideration will be given to firms that have provided Construction Manager at Risk services on similar successful projects.

- c. For each project identified, provide the following:
 - 1. Description of the project
 - 2. Role of the firm (specify whether Construction Manager at Risk or General Contractor. If Construction Manager at Risk or General Contractor, identify the percent of work self-performed. Also, specify services provided during design phase, i.e. cost estimating, scheduling, value engineering, etc.)
 - 3. Project's original contracted construction cost and final construction cost
 - 4. Construction dates
 - 5. Participation in partnering
 - 6. Project Owner
 - 7. Reference information (two names with current telephone numbers per project)
- d. Identify the location of the firm's principal office, and percent of the work to be done locally.

II. Understanding of the project and approach to performing the required services (30 points)

- a. Discuss a basic scope of work you would utilize to accomplish all of the requirements contained within the Scope of Services.
- b. Describe systems used for planning, scheduling, estimating and managing construction. Briefly describe the firm's experience on partnering, quality control, dispute resolution, and safety management.
- c. Discuss the major issues your team has identified on this project and how you intend to address those issues
- d. Describe your firm's project management approach and team organization during pre-construction and construction phase services, including selection of subcontractors.

III. Experience of key personnel to be assigned to this project (20 points)

- a. For each key person identified, list their length of time with the firm and at least two (2) comparable projects in which they have played a primary role. If a project selected for a key person is the same as one selected for the firm, provide just the project name and the role of the key person. For other projects provide:
 - 1. Description of project
 - 2. Role of person
 - 3. Project's original contracted construction cost and final construction cost
 - 4. Construction dates
 - 5. Project owner
 - 6. Reference information (two names with current telephone numbers per project)
- b. List any proposed consultants, including key staff names and the experience and qualifications of these individuals.

IV. General information (10 points)

- a. Provide a general description of the firm and/or team that is proposing to provide CMAR services and general construction services. Explain the legal organization of the proposed firm or team. Provide an organization chart showing key personnel.

b. Provide the following information:

1. List the Arizona professional and contractor licenses held by the firm/team and the key personnel who will be assigned to this project. Provide the license number and explain if held by an individual or the firm (include in the appendix).
2. Identify any contract or subcontract held by the firm or officers of the firm, which has been terminated within the last five years. Identify any claims arising from a contract that resulted in litigation or arbitration within the last three years. Briefly describe the circumstances and the outcomes.
3. Provide a statement from an A- or better surety company to your company's bonding capacity. This information will be confidential and will not be made part of the public record. As indicated in Special Terms and Conditions, Item 10, this information will be returned to you (included in the appendix).

V. Overall evaluation of the firm, and its ability to provide required services (10 points)

- a. An overall evaluation of the firm's capability to provide the required services as determined by the selection panel members. No additional submittal response is required.

14. DISCUSSIONS AND INTERVIEWS: After the receipt of offers, discussions may be conducted with Offeror(s) who submit offers determined to be reasonably susceptible of being selected for award. The District reserves the right to conduct personal interviews or require presentation of any or all offers prior to selection or may recommend a firm for a contract award to the Sedona Fire District Board based on the original RFQ submittals. The District will not be liable for any costs incurred by the Offeror in connection with such interviews/presentations.

A Selection/Evaluation Committee will evaluate each Statement of Qualifications (SOQ) according to the above criteria. The Selection/Evaluation Committee, at its sole discretion, may select up to three (3) finalists that will be shortlisted for interviews, or may select a firm/team based solely on the scoring of the SOQs and reference checks.

15. PROTEST POLICY: Any and all protests relating to this RFQ shall be handled in accordance with A.R.S. § 34-603(J).

STANDARD TERMS AND CONDITIONS

- 1. CERTIFICATION:** By signature in the Offer section of the Offer Award Page, the Offeror certifies that:
 - a. The submission of the offer did not involve collusion or other anti-competitive practices.
 - b. The Offeror shall not discriminate against any employee or applicant for employment in violation of state or federal law.
 - c. The Offeror has not given, offered to give, or intends to give at any time hereafter any economic opportunity, future employment, gift, loan, gratuity, special discount, trip favor, or service to a public servant in connection with the submitted offer. Failure to sign the offer, or signing it with a false statement, shall void the submitted offer or any resulting contracts, and the Offeror may be debarred.

- 2. GRATUITIES:** The District may, by written notice to the Offeror, cancel the resultant contract if it is found by the District that gratuities, in the form of entertainment, gifts or otherwise, were offered or given by the Offeror or any agent or representative of the Offeror, to any officer or employee of the District with a view toward securing an order, securing favorable treatment with respect to the awarding, amending, or the making of any determinations with respect to the performing of such order. In the event the District pursuant to this provision cancels the resultant contract, the District shall be entitled, in addition to any other rights and remedies, to recover or withhold from the Contractor the amount of gratuity. Paying the expense of normal business meals, which are generally made available to all eligible District customers, shall not be prohibited by this paragraph.

- 3. APPLICABLE LAWS:** In the performance of the resultant contract, Contractors shall abide by and conform to any and all laws of the United States, State of Arizona, and the Sedona Fire District including but not limited to federal and state executive orders providing for equal opportunities, the Federal Occupational Safety and Health Act and any other federal or state laws applicable to the contract.
 - a. The resultant contract shall be governed by the State of Arizona and suit pertaining to the contract may be brought only in courts in the State of Arizona.
 - b. This contract is subject to the following provisions as stated:
 - i. A.R.S §38-511: the District may cancel the contract without penalty or further obligations by the District or any of its departments or agencies if any person significantly involved in initiating, negotiating, securing, drafting or creating the contract on behalf of the District or any of its departments or agencies, is at any time while the contract or any extension of the contract is in effect, an employee of any other party to the contract in any capacity or a consultant to any other party of the contract with respect to the subject matter of the contract.

- 4. LEGAL REMEDIES:** All claims and controversies shall be subject to resolution according to the terms of the Sedona Fire District Procurement Procedure. A copy can be requested at the SFD Administrative office, 2860 Southwest Dr, Sedona AZ 86336.

5. **CONTRACT:** The resultant contract between the Sedona Fire District and the Contractor shall include:
- RFQ including instructions, all terms and conditions, specifications, scope of work, attachments, and any amendments thereto,
 - The offer submitted by the Offeror in response to the RFQ and any additional changes or amendments mutually negotiated.

The Sedona Fire District Scope of Services is provided with the solicitation. It is the Offeror's responsibility to review these documents and identify any conflicts/issues as part of the proposal. Please note that the Contract is subject to revisions suggested by the Sedona Fire District Board.

In event of a conflict in language between the RFQ and the Contract, the provisions and requirements of the Contract shall govern. However, the District reserves the right to clarify in writing, any contractual terms with the concurrence of the Offeror, and such a written contract shall govern in case of conflict with the applicable requirements stated in the Contract or the Offeror's offer. The RFQ shall govern in all other matters not affected by the written contract.

6. **CONTRACT APPLICABILITY:** The Offeror shall substantially conform to the terms, conditions, specifications, and other requirements found within the text of this specific RFQ. All previous agreements, contracts, or other documents, which have been executed between the Offeror and the District, are not applicable to this RFQ or any resultant contract.
7. **RELATIONSHIP TO PARTIES:** It is clearly understood that each party will act in its individual capacity and not as an agent, employee, partner, joint venture, or associate of the other. An employee or agent of one party shall not be deemed or construed to be the employee or agent of the other for any purpose whatsoever. The Offeror is advised that taxes or Social Security payments will not be withheld from any District payments issued hereunder and that the Offeror should arrange to pay directly such expenses, if any.
8. **SUBCONTRACTS:** The Contractor shall enter into no subcontract with any other party to furnish any of the material, service, or construction specified herein without the advance written approval of the District. The Contractor is responsible for contract performance whether Subcontractors are used or not.
9. **INDEMNIFICATION:** To the fullest extent permitted by law, the Contractor shall defend, indemnify and hold harmless the District, its agents, representatives, officers, directors, officials, and employees from and against all claims, damages, losses, and expenses (including but not limited to attorney fees, court costs, and the cost of appellate proceedings), relating to, arising out of, or alleged to have resulted from the acts, errors, mistakes, omissions, work or services of the Contractor, its employees, agents, or any tier of subcontractors in the performance of the resultant Contract. Contractor's duty to defend, hold harmless, and indemnify the District, its agents, representatives, officers, directors, officials, and employees shall arise in connection with any claim, damage, loss or expense, that is attributable to bodily injury, sickness, disease, death, or injury to, impairment, or destruction of property including loss of use resulting there from, caused by any acts, errors, mistakes, omissions, work or services in the performance of the resultant including any employee of the Contractor or any tier of subcontractor or any other person whose acts, errors, mistakes, omissions, work or services the Contractor may be legally liable. The amount and type of insurance coverage requirements set forth will in no way be construed as limiting the scope of the indemnity in this paragraph.

- 10. OVERCHARGES BY ANTITRUST VIOLATIONS:** The District maintains that, in practice, overcharges resulting from antitrust violations are borne by the purchaser. Therefore, to the extent permitted by law, the Contractor hereby assigns to the District any and all claims for such overcharges as to the goods and services used to fulfill the contract.
- 11. FORCE MAJEURE:** Except for payment for sums due, neither party shall be liable to the other not deemed in default under the resultant contract if and to the extent that such party's performance of the contract is prevented by reason of force majeure. The term "force majeure" means an occurrence that is beyond the control of the party affected and occurs without its fault or negligence. Without limiting the foregoing, force majeure includes acts of God; acts of the public enemy; war; riots; strikes; mobilization; labor disputes; civil disorders; fire; floods; lockouts; pandemics; injunctions-intervention-acts, or failures or refusals to act by government authority; and other similar occurrences beyond the control of the party declaring force majeure which such party is unable to prevent by exercising reasonable diligence.
- The force majeure shall be deemed to commence when the party declaring force majeure notifies the other party of the existence of the force majeure and shall be deemed to continue as long as the results or effects of the force majeure prevent the party from resuming performance in accordance with the resultant contract. Force Majeure shall not include the following occurrences:
- a. Late delivery of equipment or materials caused by congestion at a manufacturer's plant or elsewhere, an oversold condition of the market, inefficiencies, or similar occurrences.
 - b. Late performance by a subcontractor unless the delay arises out of a force majeure occurrence in accordance with this force majeure term and condition.
- Any delay or failure in performance by either party hereto shall not constitute default hereunder or give rise to any claim for damages or loss of anticipated profits if, and to the extent that such delay or failure is caused by force majeure. If either party is delayed at any time in the progress of work by force majeure, then the delayed party shall notify the other party in writing of such delay within forty-eight (48) hours commencement thereof and shall specify the causes of such delay in such notice. Such notice shall be hand delivered or mailed *certificate-return receipt* and shall make specific reference to this article, thereby invoking its provisions. The delayed party shall cause such delay to cease as soon as practicable and shall notify the other party in writing. The time of completion shall be extended by contract modification for a period equal to the time that the results or effects of such delay prevent the delayed party from performing in accordance with the resultant contract.
- 12. RIGHT TO ASSURANCE:** Whenever one party to the resultant contract in good faith has reason to question the other party's intent to perform, he may demand that the other party give written assurance of this intent to perform. In the event that a demand is made and no written assurance is given within five (5) days, the demanding party may treat this failure as an anticipatory repudiation of the Contract.
- 13. RIGHT TO AUDIT RECORDS:** The District may, at reasonable times and places, audit the books and records of any contractor as related to any contract held with the District.
- 14. RIGHT TO INSPECT PLACE OF BUSINESS:** The District may, at reasonable times, inspect the place of business of a contractor or subcontractor that is related to the performance of any contract as awarded or to be awarded.

- 15. INSPECTION:** All material and/or services are subject to final inspection and acceptance by the District. Materials and/or services failing to conform to the specifications of the resultant contract will be held at Contractor's risk and may be returned to the Contractor. If returned, all costs are the responsibility of the Contractor. The District may elect to do any or all:
- Waive the non-conformance
 - Stop the work immediately
 - Bring material into compliance

This shall be accomplished by a written determination for the District.

- 16. LIENS:** All materials, service or construction shall be free of all liens, and if the District requests, a formal release of all liens shall be delivered to the District.
- 17. LICENSES:** Contractor shall maintain all Federal, State, and Local Licenses and permits required for the operation of the business conducted by the contractor. This shall include a City of Sedona City Business License if applicable.
- 18. PATENTS AND COPYRIGHTS:** All services, information, computer program elements, reports and other deliverables, which may be patented or copyrighted and created under this RFQ are the property of the District and shall not be used or released by the Contractor or any other person except with the prior written permission of the District.
- 19. COST OF BID/OFFER:** The District shall not reimburse the cost of developing or providing any response to this RFQ. Offers submitted for consideration should be prepared simply and economically, providing adequate information in a straightforward and concise manner.
- 20. PUBLIC RECORD:** All offers submitted in response to this RFQ shall become a matter of public record available for review, subsequent to the award notification, in accordance with the District's Procurement Code.
- 21. TERMINATION FOR NON-APPROPRIATION:** Any contract entered into by the District shall terminate at the end of the then current fiscal period for non-appropriation of funds if the District's governing body fails to appropriate funds to pay for the payments contemplated by the contract. The District's fiscal period ends **June 30th** of each year.
- 22. WARRANTIES:** Vendor warrants that all goods delivered under this contract will conform to the requirements of this contract (including all applicable descriptions, specifications, drawings and samples), and will be free from defects in material and workmanship and will be free from defects in design and fit for the intended purpose. Any inspection or acceptance of the goods by Buyer shall not alter or affect the obligation of vendor or the right of Buyer under the foregoing warranties.
- 23. COOPERATIVE USE OF CONTRACT:** In addition to the Sedona Fire District and with the approval of the contracted vendor, this contract may be extended for use by other municipalities, school districts and government agencies of the State. Any such usage by other entities must be in accordance with the ordinance, charter and/or procurement rules and regulations of the respective political entity.
- 24.A.R.S § 35-392:** The District is prohibited from purchasing for a company that is in violation of the Export Administration Act.

- 25. COMPLIANCE WITH ARIZONA REVISED STATUTES (A.R.S.):** Procurement of professional services by a political subdivision within the State of Arizona is governed by A.R.S Title 34. By submitting an RFQ under this solicitation, the submitter certifies that said submittal and their conduct in relation to this solicitation complies with the requirements of A.R.S Title 34.
- 26. STATE AND FEDERAL IMMIGRATION LAWS:** The Contractor is required to comply with A.R.S. § 41-4401, and hereby warrants that it will, at all times during this contract, comply with all federal immigration laws applicable to the employment of their respective employees (e.g., the Federal Immigration and Nationality Act), the requirements of A.R.S. § 41-4401, and with the e-verification requirements of A.R.S. § 23-214(A) (together the “state and federal immigration laws”). The contractor further agrees to ensure that each subcontractor (if any) that performs any work under this contract likewise complies with the state and federal immigration laws. The Contractor shall obtain statements from its subcontractors certifying compliance and shall furnish the statements to the District upon request. These warranties shall remain in effect through the term of the contract. The Contractor and its subcontractors shall also maintain Employment Eligibility Verification forms (I-9) as required by the U.S. Department of Labor's Immigration and Control Act, for all employees performing work under the Contract. I-9 forms are available for download at www.USCIS.GOV.

The District may request verification of compliance for any contractor or subcontractor performing work under the Contract. Should the District suspect or find that the Contractor or any of its subcontractors are not in compliance, the District may pursue all remedies allowed by law, including but not limited to: suspension of work, termination of the contract for default, and suspension and/or debarment of the Contractor. All costs necessary to verify compliance are the responsibility of the Contractor.

- 27. CERTIFICATION ANTI-ISRAELI BOYCOTT:** To the extent applicable, the Contractor certifies that it does not currently, and agrees for the duration of the contract that it will not, engage in a boycott of goods or services from Israel. The Contractor further certifies that no wholly owned subsidiaries, majority-owned subsidiaries, parent companies, or affiliates of the Contractor (if any) are currently engaged in a boycott of Israel.
- 28. CERTIFICATION FORCED LABOR OF ETHNIC UYGHURS:** To the extent applicable, the Contractor certifies that it does not currently, and agrees for the duration of the contract that it will not use: (1) the forced labor of ethnic Uyghurs in the People's Republic of China; (2) any goods or services produced by the forced labor of ethnic Uyghurs in the People's Republic of China; (3) any contractors, subcontractors or suppliers that use the forced labor or any goods or services produced by the forced labor of ethnic Uyghurs in the People's Republic of China. If the Contractor becomes aware during the term of the contract that it is not in compliance with this certification, the Contractor shall notify the District within five days of becoming aware of the noncompliance. If the Contractor does not provide the District with a written certification that it has remedied the noncompliance within one hundred eighty days after notifying the District of the noncompliance, the contract shall terminate.

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SPECIAL TERMS AND CONDITIONS

1. **AUTHORITY:** This solicitation as well as any resultant contract is issued under the authority of the District. No alteration of any resultant contract may be made without the express written approval of the District in the form of an official contract amendment. Any attempt to alter any contract without such approval is a violation of the contract. Any such action is subject to the legal and contractual remedies available to the District inclusive of, but not limited to, contract cancellation, suspension and/or debarment of the contractor.
2. **TERM OF CONTRACT:** The term of any resultant contract shall commence upon issuance of a contract awarded by the Sedona Fire District and shall continue until completion of the project, unless terminated, cancelled or extended as otherwise provided herein.
3. **KEY PERSONNEL:** It is essential the Contractor provide adequate experienced personnel capable of and devoted to the successful accomplishment of work to be performed under any resultant contract. The Contractor must agree to assign specific individuals to the key positions.
 - a. The Contractor agrees that, once assigned to work under any resultant contract, key personnel shall not be removed or replaced without written notice to the District.
 - b. If key personnel are not available for work under any resultant contract for a continuous period exceeding 30 calendar days, or are expected to devote substantially less effort to the work than initially anticipated, the Contractor shall immediately notify the District, and shall, subject to the concurrence of the District, replace such personnel with personnel of substantially equal ability and qualifications.
4. **CONFIDENTIAL INFORMATION:** If a person believes that a bid, proposal, offer, specification, or protest contains information that should be withheld, a statement advising the Purchasing Agent or Designee of this fact shall accompany the submission and the information shall be identified. The information identified by the person as confidential shall not be disclosed until the Purchasing Agent or Designee makes a written determination.
5. **CONFIDENTIALITY OF RECORDS:** The contractor shall establish and maintain procedures and controls that are acceptable to the District for the purpose of assuring that information contained in its records or obtained from the District remains confidential pursuant to applicable requirements.
6. **RESULTANT CONTRACT:** The District will enter into negotiations with the selected firm and execute a contract upon completion of negotiation of fees and contract terms for The Sedona Fire District Board approval. If the District is unsuccessful in negotiating a contract with the best-qualified team, the District may then negotiate with the second or third most qualified team until a contract is executed, or may decide to terminate the selection process. A contract shall be issued between the District and the successful Offeror(s) following award by the District Board.
7. **COMPENSATION EVALUATION:** Pursuant to A.R.S 34-103, et. seq., the most qualified firm or person(s) shall be asked for priced proposals. In the event an agreement cannot be established with the top ranked firm or person(s), the negotiations shall be terminated and the next highest ranked firm or person(s) shall be asked for a priced proposal. This process shall continue in turn with the highest ranked and qualified firm or person(s) until an agreement is reached.

- 8. LIQUIDATED DAMAGES:** Liquidated damages shall be negotiated at the time of the contract negotiations for each calendar day of delay.
- a. If the contract is not terminated, the contractor shall continue performance and be liable to the District for the liquidated damages until the products are delivered or services performed.
 - b. In the event that the District exercises its right of termination, the contractor shall be liable to the District for any excess costs, in addition to the liquidated damages until such time the District may reasonably obtain delivery or performance of similar supplies or services from another supplier.
- 9. INSURANCE:** The District requires a complete and valid certificate of insurance prior to the commencement of any service or activity specified in this solicitation. The District will notify the successful contractor(s) of the intent to issue a contract award. The successful contractor(s) shall submit a copy of the insurance certificate for coverage with minimum amounts stated. The coverage shall be maintained in full force and effect during the term of the contract and shall not serve to limit any liabilities or any other contractor obligations.
- 10. BONDS:** Firms are to submit one copy of a statement from an A- or better surety company to the Company's bonding capacity. This statement and a self-addressed stamped envelope (for return of the confidential material) shall be submitted with the RFQ packet in a separate sealed envelope, marked "CONFIDENTIAL". The outside of this sealed envelope should identify the firm and the project.

The successful Contractor will be required to provide a Bid Bond or Security made payable to the OWNER for an amount not less than ten percent (10%) of Bidder's Base Bid and Bid Alternates, and in the form of a certified or cashier's check. The Bid Bond or Security shall be issued by surety company or companies holding a certificate of authority to transact surety business in the State of Arizona issued by the Director of the Department of Insurance pursuant to Title 20, Chapter 2, Article 1. The Bid Bond or Security shall not be executed by an individual surety or sureties. Bid Bonds signed by an agent must be accompanied by a certified copy of such agent's authority to act.

When the Successful Bidder delivers the executed Agreement to OWNER, it must be accompanied by the required Payment and Performance Bonds (in conformance with A.R.S. § 34-610) issued by surety company or companies holding a certificate of authority to transact surety business in the State of Arizona issued by the Director of the Department of Insurance pursuant to Arizona Revised Statutes Title 20, Chapter 2, Article 1. The bonds shall not be executed by an individual surety or sureties. Bonds signed by an agent must be accompanied by a certified copy of such agent's authority to act.

The surety company or companies shall be rated A- or better per current A.M. Best Company ratings.

- 11. CONTRACT CANCELLATION:** The District reserves the right to cancel the whole or any part of any resultant contract due to failure by the contractor to carry out any obligation, term or condition of any resultant contract. The District will issue written notice to the contractor for acting or failing to act as in any of the following:
- a. The contractor provides material that does not meet the specifications of the contract
 - b. The contractor fails to adequately perform the services set forth in the specifications of the contract
 - c. The contractor fails to complete the work required or to furnish the materials required within the time stipulated in the contract
 - d. The contractor fails to make progress in the performance of the contract and/or gives the reason to believe that the contractor will not or cannot perform to the District requirements of the contract.

Upon receipt of the written notice of concern, the contractor shall have ten (10) days to provide a satisfactory response to the District. Failure on the part of the contractor to adequately address all issues of concern may result in the District resorting to any single or combination of the following remedies:

- a. Cancel any contract
- b. Reserve all rights or claims to damage for breach of any covenants of the contract
- c. Perform any test or analysis on materials for compliance with the specifications of the contract. If the results of any test or analysis find a material non-compliance with the specifications, the actual expense of testing shall be borne by the contractor.

In case of default, the District reserves the right to purchase materials, or to complete the required work. the District may recover any actual excess costs from the contractor by:

- a. Deduction from an unpaid balance
- b. Collection against the bid and/or performance bond, or
- c. Any combination of the above or any other remedies as provided by law

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SCOPE OF SERVICES

1. **BACKGROUND:** The Sedona Fire District is seeking a qualified Construction Manager at Risk to provide pre-construction services assistance, and to complete construction services as the Construction Manager at Risk for the Sedona Fire District Fire Station 4 facility
2. **PROJECT DESCRIPTION:** The Sedona Fire District intends to provide a new Fire Station, complete with the required infrastructure, floor space, storage, technology, and environmental features to provide a reliable, efficient, safe and secure facility to meet the current and future demands of the District. The new Fire Station Site is to be located at 401 Jordan Rd, Sedona AZ, (see Exhibit A). The project will require demolition, utility infrastructure improvements including, but not necessarily limited to water, sewer, power, communications, etc. Construction will include a new building, complete with the latest technology, furniture, fixtures, and equipment necessary to house a new state-of-the-art facility. The District may include other miscellaneous improvements at the site, as needed. The scope of the project may also include:
 - a. Accommodations for eight (8) crew members;
 - b. Up to four (4) bays: (3) pull-through bays and (1) Command Vehicle pull-through garage;
 - c. Secured site and parking lot;
 - d. Public parking lot;

The District anticipates completing construction by _____.

The anticipated project milestones will be as follows:

- a. CMAR Selection, _____
- b. Construction Services, _____

3. **SCOPE OF WORK:** It is anticipated that the Construction Manager at Risk will participate in Pre-Construction Services and Construction Services for this project.
 - a. Pre-Construction Services by the CMAR may include, but are not limited to the following:
 - i. Lead project planning and scheduling for both the design and construction phases;
 - ii. Provide for construction phasing and scheduling;
 - iii. Provide alternative systems evaluation and constructability studies;
 - iv. Advise the District of ways to gain efficiencies in project delivery and reduce overall delivery time;
 - v. Provide long-lead procurement studies and initiate procurement of long-lead items;
 - vi. Participate in partnering sessions with the project team;
 - vii. Participate in regular scheduled project coordination meetings;
 - viii. Participate in constructability reviews at various levels of design;
 - ix. Provide value engineering;
 - x. Provide detailed cost estimating and knowledge of marketplace conditions;
 - xi. Develop and maintain the project cost model;
 - xii. Concur with plans and specifications prior to construction;
 - xiii. Submit a Guaranteed Maximum Price (GMP) for District review and negotiation
 - b. Construction services by the CMAR may include, but are not limited to:
 - i. Serve as the general contractor during construction;
 - ii. Coordinate with various utilities;
 - iii. Arrange for procurement of materials and equipment;
 - iv. Schedule and manage site operations;
 - v. Provide quality controls;

- vi. Bond and insure the construction;
- vii. Comply with all federal, state and local permitting requirements;
- viii. Maintain a safe work site for all project participants; and
- ix. Provide commissioning and closeout services, if applicable

4. RFQ INSTRUCTIONS: Please provide a written response to the Evaluation Criteria, page 4, Item #13, in the defined format. The responses will be used to evaluate your organization. Written responses should be mailed or hand delivered to the address below by , 2025, **2:00 pm** AZ time. No faxed or e-mailed responses will be accepted. The organization's authorized representative must sign the response.

If you have questions regarding this Request for Statement of Qualifications, please email them to:
Sedona Fire District
ATTN: Ed Mezulis, Fire Chief
Email: emezulis@sedonafire.org

All questions and answers will be posted on the District's website.

Please submit one (1) unbound original and five (5) bound signed responses to:
Sedona Fire District
2860 Southwest Dr.
Sedona, AZ 86336
ATTN: Ed Mezulis, Fire Chief

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QUALIFICATIONS FORMAT AND REQUIRED RESPONSES

The information set forth in paragraphs below must be included with all offers. *Failure to provide any of the information requested by these paragraphs is grounds for the District to reject an offer.*

In order for the District to conduct a uniform review process, all offers must be submitted in the format set forth below. Failure to follow this format may be cause for rejection.

The Statements of Qualifications should include a two-page letter of transmittal/cover letter plus a maximum of twelve (12) pages, plus appendix, to address the RFQ evaluation criteria included in Section 13, starting on Page 4 of this RFQ. The core section of the response will include comprehensive responses to the RFQ evaluation criteria specified herein. Resumes for each key team member shall be limited to a maximum length of two (2) pages and should be attached as an appendix to the Offer. An unbound original plus five (5) bound paper copies of the Statement of Qualifications must be submitted to Attn: Ed Mezulis, 2860 Southwest Dr. Sedona AZ 86336 at 2:00 pm Arizona Time by _____, 2025, 2:00 pm AZ time.

Interested teams are invited to respond in writing to:

Sedona Fire District
2860 Southwest Dr.
Sedona, AZ 86336
ATTN: Ed Mezulis, Fire Chief

- 1. RFQ CRITERIA:** Please be advised that failure to comply with the following criteria will be grounds for disqualification and will be strictly enforced. Receipt of a complete and signed submittal shall include the following:
 - a. Receipt of submittal by the specified cut-off date and time
 - b. The number of originals and/or copies of the submittal specified
 - c. Deposit of submittal in correct location
 - d. Providing a signed copy of amendments, if any, in response to this RFQ. It will be the interested firm's responsibility to check the website <http://www.sedonafire.org> for any updates, including amendments
 - e. Adherence to maximum page limitations
- 2. OFFER SHEET:** The attached Introduction/Offer Sheet (Page 1 of RFQ) must be completed and returned with the Company's offer. Failure to return the Offer Sheet and to sign it is grounds for the District to reject an offer.
- 3. TABLE OF CONTENTS:** The Table of Contents must indicate the material included in the offer by section and page number. An offer's table of contents should mirror this section of the District's Request for Statement of Qualifications and must include all the items set forth in this section of the Request for Statement of Qualifications.
- 4. LETTER OF TRANSMITTAL (Limit to two (2) pages):** A letter of transmittal must be submitted with a Company's offer. The letter must include:
 - a. A statement of the Offeror's understanding of the products and services required by the Request for Statement of Qualifications listed in the scope of work.

- b. The names of the persons who are authorized to make representations on behalf of the Offeror (include their titles, addresses, fax number, e-mail addresses and telephone numbers).
- c. A statement that the individual who signs the transmittal letter is authorized to bind the Offeror to contract with the District.

5. FIRM OVERVIEW (Excluding attachments, limit to two pages):

- a. Primary line of business? Provide a general description of the firm and/or team that is proposing.
- b. Does your firm have at least one office located in the State of Arizona?
- c. Discuss the structure of your firm. If a private firm, state whether a corporation, partnership, sole proprietorship, or combination. Provide a listing of all principals and/or owners. Indicate the length of time the firm has been in business under the current business name as well as any previous business names.
- d. Resumes for each key team member shall be limited to a maximum length of two (2) pages and should be attached as an appendix to the Statement of Qualifications.

6. BONDS: Firms are to submit one copy of a statement from an A- or better surety company to the Company's bonding capacity. This statement and a self-addressed stamped envelope (for return of the confidential material) shall be submitted with the RFQ packet in a separate sealed envelope, marked "CONFIDENTIAL". The outside of this sealed envelope should identify the firm and the project.

7. LICENSED CONTRACTOR: Contractor shall provide documentation that the Offeror is licensed under the applicable laws of the State of Arizona. Please include copies of any and all licenses held by members of the Project Team (include in appendix).

8. EVALUATION CRITERIA: Please address all of the items listed in the evaluation criteria, beginning on page 4 of the "Instructions of Offerors", Item #12.

9. SCOPE OF SERVICES: Based on the defined Scope of Services as listed starting on page 16 please provide a summary response as to how your firm anticipates achieving the required services.

10. SUBSTITUTE W-9 FORM: Complete and return the attached Sedona Fire District Substitute W-9 form (Attachment A).

11. DISCLOSURES OF CONFLICT OF INTEREST: (Limit to one page): The offeror shall include a statement that no conflicts of interest exist as defined by Arizona Revised Statutes, Title 38, Chapter 3, Article 8. In the event any professional or personal financial interest, does exist the nature of the relationship shall be disclosed to the District and examined by the District of the material facts of the disclosure. The above reference statute shall govern the actions of the District in the event a conflict exists.

12. PROPOSED FEES/COMPENSATION: Not applicable at this time.

VENDOR SUBMITTAL CHECKLIST

- _____ One (1) unbound original, marked, and five (5) bound paper copies, marked
- _____ Signed Offer Sheet
- _____ Table of Contents
- _____ Signed Letter of Transmittal/Cover Letter – 2 pages
- _____ Firm Overview – 2 pages
- _____ Organizational Chart
- _____ Key Personnel Experience
- _____ Understanding of the Project
- _____ Confidential Information Statement
- _____ Summary response to the Scope of Services
- _____ Address the Evaluation Criteria as defined within
- _____ Completed and signed Substitute W-9, Attachment A
- _____ Resumes – Two (2) pages each
- _____ Disclosure of Conflict of Interest
- _____ References, including short description of services provided
- _____ Addendums, signed (and completed if applicable)

ATTACHMENT A

(Page 1 of 2)

SUBSTITUTE W-9 FORM

PART I: COMPANY INFORMATION:

1. Name (as shown on Income Tax Return): _____

2. Business Name (if different from above): _____

3. DUNS #: _____

4. Federal employer identification number (or SSN): _____

5. Type of organization (check one):

Individual/Sole Proprietor

Limited Liability Company*

*Choose the tax classification

Corporation

Disregarded Entity

Partnership

Corporation

Other: _____

Partnership

6. Order Address:

(Order address) (City) (State) (Zip code)

7. Remittance address (if different from above):

(Remittance address) (City) (State) (Zip code)

8. Contact person for bid invitations: _____

9. Phone Number: _____ Fax Number: _____

10. Email address of contact person: _____

11. Applicant is a (check one):

Factory Representative

Jobber

Manufacturer

Authorized distributor

Retail Dealer

Contractor

Consultant

Other: _____

12. Indicate if the business is registered as a minority or woman-owned company.

Minority-owned

Woman-owned

Not Applicable

13. How long has the company been in business? _____

14. Does applicant currently hold a valid business license issued by the City of Sedona?

Yes

No

ATTACHMENT A
(Page 2 of 2)

SUBSTITUTE W-9 FORM

PART II: COMMODITY OR SERVICE DESCRIPTION

COMMODITY/SERVICE DESCRIPTION (this section must be completed):

PART III: APPLICANT TERMS & CERTIFICATION

Terms:

The Sedona Fire District may take up to 30 calendar days after the receipt of contractor's invoice to render payment unless other arrangements are made through a written contract. Applicant's signature below signifies acceptance of those terms.

Under Penalties of perjury, I certify that:

1. The number shown on this form is my correct federal employer identification number.
2. I am not subject to backup withholding because of failure to report interest and dividend income.
3. I am a U.S. person (including a U.S. resident alien).
(NOTE: You must cross out item 2. above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return).

4. The following business ownership classifications are applicable:

Disadvantaged Business Enterprise Ownership Classification (Select Only One (1)):

- | | |
|--|--|
| <input type="checkbox"/> 1 Non-Small/Non-Minority/Non-Disabled | <input type="checkbox"/> 8 Small Business/Disabled Owner |
| <input type="checkbox"/> 2 Small Business (Per A.R.S §41-1001.14) | <input type="checkbox"/> 9 Minority Woman Owned Business |
| <input type="checkbox"/> 3 Minority Owned Business [Per 15 CFR §1400.1(a)] | <input type="checkbox"/> 10 Disabled-Minority Owned Business |
| <input type="checkbox"/> 4 Woman Owned Business | <input type="checkbox"/> 11 Disabled-Woman Owned Business |
| <input type="checkbox"/> 5 Owned By Disabled Individual (Per A.R.S §41-1492.5) | <input type="checkbox"/> 12 Small Business/Minority-Woman Owned |
| <input type="checkbox"/> 6 Small Business/Minority Owned | <input type="checkbox"/> 13 Small Business/Disabled-Minority Owned |
| <input type="checkbox"/> 7 Small Business/Woman Owned | <input type="checkbox"/> 14 Small Business/Disabled-Minority-Woman Owned |

"The Internal Revenue Service does not require your consent to any provision of this document other than the certifications required to avoid backup withholding."

Name (Please Print)

Signature

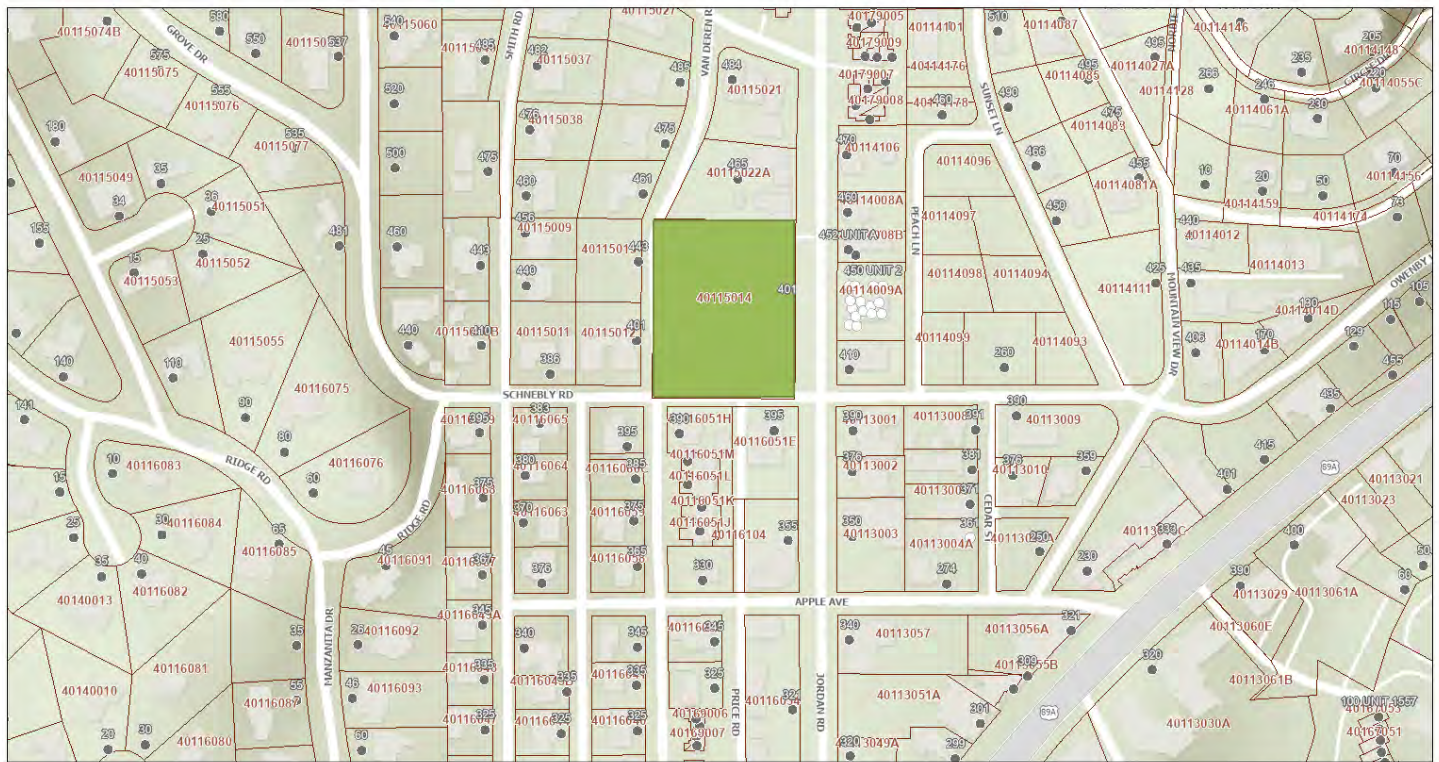
Title (Please Print)

Date

Exhibit A

Project Site: 401 Jordan Rd., Sedona AZ 86336

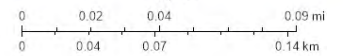
ArcGIS Web Map



10/3/2024, 10:45:12 AM

- County Boundary
- Addresses
 - Primary
 - Secondary
- Coconino County Parcels
- County Land Ownership
 - Private
- Municipal Boundaries

1:2,291



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**Thank you
&
Goodnight**