



## CITY OF WEST PLAINS

1910 HOLIDAY LN  
WEST PLAINS, MO 65775

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### REQUEST FOR PROPOSAL

#### West Plains Fire Station #3 – Post-Remediation Reconstruction & Restroom Build-Out

**Issued by:**  
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<b>Date Issued</b>	February 4 <sup>th</sup> , 2026
<b>Deadline for Questions</b>	March 2 <sup>nd</sup> , 2026
<b>Proposals must be Received On or Before</b>	March 3 <sup>rd</sup> , 2026 2:00PM CST

The City of West Plains is soliciting sealed proposals from qualified contractors for construction and reconstruction services at Fire Station #3, located at 1508 Bruce Smith Parkway, West Plains, MO 65775. **Proposals will be accepted until 2:00pm CST on March 3<sup>rd</sup>, 2026.** This work is required following recent mold remediation and installation of a new HVAC system. The selected contractor will provide all labor, materials, equipment, tools, and supervision necessary to complete the work as outlined in the RFP.

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## **Introduction**

The West Plains Fire Department plays a vital role in safeguarding the lives and property of the community, providing 24/7 emergency response, fire suppression, rescue services, and public safety education to the residents of West Plains. Operating from multiple stations across the city, the department is committed to maintaining a state of readiness, ensuring that firefighters have the training, equipment, and facilities necessary to respond quickly and effectively to any emergency.

Fire Station #3, located on Bruce Smith Parkway, is an essential component of the City's fire-response infrastructure. The facility houses personnel, apparatus, and critical equipment required to serve the rapidly growing south and west areas of West Plains. Following recent mold remediation and HVAC system upgrades, the station now requires reconstruction and interior build-out to restore functionality, protect firefighter health, and ensure compliance with safety and building standards.

This project is a key investment in the department's mission to provide dependable, efficient emergency services. By restoring and improving the living and working environment at Fire Station #3, the City aims to support firefighter well-being, enhance operational efficiency, and ensure that the facility continues to serve the community reliably for years to come. Contractors responding to this RFP will play a direct role in strengthening the resilience and readiness of the West Plains Fire Department.

## **Who May Respond**

The City of West Plains welcomes responses from qualified, reputable, and experienced contractors capable of performing the reconstruction, build-out, and interior finishing work described in this RFP. Firms responding must meet the following minimum criteria:

1. **Licensed Contractors**

Respondents must hold all licenses required by the State of Missouri and any applicable local authorities to perform commercial construction, framing, drywall, electrical, plumbing, and finish-work services.

2. **Insured and Bonded Entities**

Respondents must carry appropriate general liability insurance, workers' compensation coverage, and any additional insurance levels required by the City. Proof of insurance must be provided with the proposal.

3. **Professional Experience**

Respondents should have demonstrable experience completing projects of similar size and scope, particularly in:

- Commercial or municipal building reconstruction
- Fire station or public safety facility renovations (preferred but not required)
- Projects involving remediation follow-up, restoration, and facility build-outs

4. **Financially Stable Businesses**

Respondents must be able to demonstrate financial responsibility and capacity to successfully complete the project without delays caused by funding limitations.

5. **Equal Opportunity Providers**

Minority-owned, women-owned, veteran-owned, and disadvantaged business enterprises are encouraged to submit proposals. All respondents must comply with federal and state equal opportunity laws.

6. **Authorized to Conduct Business in Missouri**

Firms must be legally eligible to conduct business within the State of Missouri at the time of proposal submission.

## **Objective**

This project is intended to rebuild and improve critical areas of the facility— including bunk rooms, stairwell access, storage spaces, mechanical areas, and the construction of a new upstairs restroom — to ensure the station provides a safe, functional, and efficient environment for fire personnel. The completed work will support firefighter health, enhance daily operations, and extend the long-term service life of the facility.

## **Scope of Work**

The following Scope of Work outlines all construction, restoration, and facility improvement tasks required to complete the post-remediation reconstruction project at Fire Station #3. Contractors must provide all labor, materials, equipment, tools, and expertise needed to complete the tasks described, ensuring the station is returned to a safe, functional, and operational condition. The detailed scope below identifies each area of the facility requiring work and the specific improvements to be performed.

### **A. Southwest Bunk Room**

- Install R-13 insulation in wall
- Install 5/8" drywall on ceiling and walls
- Prep, finish, and paint walls
- Install carpet squares
- Install cove molding
- Reinstall ceiling lights

## **B. Northwest Bunk Room**

- Install carpet squares

## **C. Upstairs Storage Area, Mechanical Room, Landing, and Hallway**

- Install R-13 insulation in walls
- Install 5/8" drywall on walls
- Prep, finish, and paint
- Install cove molding

## **D. Stairwell Wall**

- Install framing for stairwell
- Install 5/8" drywall on interior walls (new framing only)
- Install 5/8" drywall on exterior wall
- Install R-13 insulation
- Install cove molding
- Move exit entry door: uninstall existing hallway door and reinstall into new stairwell wall exiting to bay area

## **E. Upstairs Restroom Build-Out**

- Frame new restroom walls
- Install 5/8" drywall
- Prep, finish, and paint walls
- Install **two fire-rated doors**
- Install single-bowl vanity
- Install toilet
- Install fiberglass shower (approx. 33" D × 46" W)
- Install electrical (receptacles, switches, lighting)
- Install plumbing including sink and shower fixtures
- Install waterproof LVT flooring
- Install exit signs
- Install cove molding

## **Site Visit Requirements**

A site visit will be required to be considered eligible for award. To schedule a site visit please contact Jay Martin, Facilities Manager for the City of West Plains at either by phone 417-257-0440 or through email [jay.martin@westplains.gov](mailto:jay.martin@westplains.gov)

## **Insurance Requirements**

The contactor shall purchase and maintain such insurance as will protect it from claims set forth below which may arise out of, or result from, the Contractor's execution of the work, whether such execution be by the Contractor, or by anyone directly or indirectly employed by any of them, or by anyone for whose acts any of them may be liable:

- 1) Claims under workmen's compensation, disability benefit and other similar employee benefit acts;
- 2) Claims for damages because of bodily injury, occupational sickness or disease, or death of employee;
- 3) Claims for damages because of bodily injury, sickness or disease, or death of any person other than employees;
- 4) Claims for damages insured by usual personal injury liability coverage which are sustained (1) by any person as a result of an offense directly or indirectly related to the employment of such person by the Contractor, or (2) by any other person and;
- 5) Claims for damages because of injury to or destruction of tangible property, including loss of use resulting therefrom.

Certificates of Insurance acceptable to the Owner shall be filed with the Owner prior to commencement of the work. These Certificates shall contain a provision that coverages afforded under the policies will not be cancelled unless at least fifteen (15) days prior written notice has been given to the Owner.

Minimum requirements are as follows:

General Aggregate	\$1,000,000	Products-Comp/Op Agg	\$1,000,000
Personal \$ Adv Injury	\$1,000,000	Each Occurrence	\$1,000,000
Med Exp (any 1 person)	\$10,000		

## **Indemnification**

To the fullest extent permitted by law, contractor agrees to indemnify, defend and hold harmless the City of West Plains, its elected officials, officers, agents, volunteers, lessees, invitees and employees from and against all suits, claims damages, losses and expenses including but not limited to attorney's fees, court costs or alternative dispute resolution costs arising out of or related to any such suit, claim, damage, loss or expense involving an injury to a person or persons, whether bodily injury or other personal injury(including death), or involving an injury or damage to property (including loss of use or diminution in value), but only to the extent that such suits, claims, damages, losses or expenses were caused by the negligence or other wrongdoing of Contractor, or any supplier or subcontractor, or their

agents or employees, directly or indirectly, regardless of whether caused in part by the negligence or wrongdoing of the City of West Plains or any of its agents or employees.

### **Bid Bond Requirement**

No Bid Bond will be required for this project.

### **Performance Bond Requirement**

If the proposal price is above \$75,000.00 and upon acceptance of the bid and award of the contract, the successful bidder will be required to furnish a performance bond. The performance bond should be in an amount equal to 100% of the total contract value and should be issued by a surety company with a credit rating deemed acceptable by the City of West Plains.

The performance bond is intended to ensure the satisfactory completion of the project in accordance with the terms and conditions outlined in the contract. The successful bidder must provide the performance bond within 30 days from the date of contract award.

### **Prevailing Wage Requirement**

In accordance with the State of Missouri's Prevailing Wage Law (RSMo 290), the City of West Plains requires the use of **Missouri Prevailing Wage** on public works construction projects **when the total proposal price exceeds \$75,000.00**. If the awarded contract meets or exceeds this threshold, the contractor must comply with all prevailing wage requirements as established by the Missouri Department of Labor and Industrial Relations.

Under this requirement, the contractor shall:

- Pay all workers engaged in the project no less than the applicable prevailing wage rates for Howell County.
- Maintain accurate payroll records as required by state law.
- Submit certified payroll documentation to the City when requested.
- Post the applicable Annual Wage Order at the job site.
- Ensure all subcontractors also comply with prevailing wage requirements.

Failure to comply with Missouri Prevailing Wage Law may result in withholding of payments, penalties, or other remedies available to the City under state statute.

## **Proposal Requirements**

All proposals must include:

1. **Company information** – name, address, contact person, phone, email
2. **Detailed cost breakdown** for all work items
3. **Estimated project timeline**
4. **List of subcontractors** (if applicable)
5. **Proof of insurance and licensing**
6. **At least two recent references** for similar municipal or commercial projects

## **Proposal Submission Instructions**

1. **Closing Submission Date**
  - a. All respondents to the RFP shall submit **three (3) printed proposals**. The proposal must be sent or delivered to and marked as follows:

**City of West Plains  
Kristopher Bates, Purchasing Agent  
1910 Holiday Lane  
West Plains, MO 65775**

**Sealed Proposals for:**

**West Plains Fire Station #3 – Post Remediation Reconstruction & Restroom Build Out**

- b. **Proposals must be received at the** City of West Plains City Hall (1910 Holiday Lane, West Plains, MO 65775) no later than 2:00 p.m. on March 03, 2026.
  - c. The proposal and all fees shall be included in one packaged and sealed envelope. The RFP shall be clearly marked on the outside of the sealed envelope. If the proposal is sent by mail or overnight delivery service, it is the responsibility of the firm to ensure that the proposal is received by City of West Plains by the date and time specified above. **Late proposals will not be considered.**
2. **Inquiries**
  - a. Inquiries concerning this RFP should be directed to Jay Martin, Facilities Manager, Phone Number 417-257-0440 or email at [jay.martin@westplains.gov](mailto:jay.martin@westplains.gov)
3. **Conditions on Proposal**
  - a. All costs incurred in the preparation of a proposal responding to this RFP will be the responsibility of the firm and will not be reimbursed by City of West Plains.
  - b. Fee proposal amounts must remain firm fixed amounts for 90 days from the proposal due date and remain in effect during contract negotiations.
  - c. By agreeing to take part in this proposal process, you agree to keep in confidence all information provided during the proposal process, not to disclose it to third parties and not to use it for any purpose other than for the proposal.

## **Evaluation Criteria**

The City of West Plains will conduct a comprehensive, fair and impartial evaluation of all proposals received in response to the RFP. The City may select a selection committee to perform the evaluation. Each proposal will be analyzed to determine overall responsiveness and qualifications under the RFP.

It should be specifically understood that this RFP does not create any obligation on the part of City of West Plains to enter any contract or to undertake any financial responsibility. Likewise, City of West Plains is not liable for any cost incurred by any consulting firm prior to the execution of a written contract, including efforts to generate and submit proposals, or any other costs incurred while participating in this RFP process.

City of West Plains also reserves the right to waive, alter, disregard, all portions of this RFP where the best interest of City of West Plains would not be served.

City of West Plains intends to notify the winning bid within 21 days of the proposal due date.

**ATTACHMENT A -SIGNATURE PAGE**

**Proposer Warranties**

1. The proposer certifies it can and will provide and make available, as a minimum, all services set forth in the RFP.
2. Proposer warrants that it is willing and able to comply with State of Missouri Laws with respect to foreign (non-state of Missouri) corporations (if applicable).
3. Proposer warrants that it is willing and able to obtain insurance providing a prudent amount of coverage for the willful or negligent acts, or omissions of any officers, employees, or agents thereof.
4. Proposer warrants that it will not delegate or subcontract its responsibilities under its agreement with City of West Plains without the prior written permission from City of West Plains.
5. Proposer warrants that all information provided by it in connection with this proposal is true and accurate.

Firm: \_\_\_\_\_

Signature: \_\_\_\_\_

Name (printed): \_\_\_\_\_

Title: \_\_\_\_\_

Email: \_\_\_\_\_

Phone: \_\_\_\_\_ Date: \_\_\_\_\_