



REQUEST FOR PROPOSAL (RFP)

Design-Build Renovation Services

Mendon Fire District

Date Issued: July 11, 2025

Summary & Background

The Mendon Fire District, located in Mendon, New York, is a volunteer organization dedicated to delivering fire protection and emergency services to its community with excellence and commitment. Serving the residents of Mendon and surrounding areas, the department operates from its station at 101 Mendon Ionia Road and upholds a strong tradition of service, safety, and public trust.

In 2024, the Mendon Fire District was awarded **\$288,249** through the New York State Volunteer Fire Infrastructure & Response Equipment (V-FIRE) Grant Program. This funding, administered by the NYS Division of Homeland Security and Emergency Services, serves to support critical infrastructure improvements and response equipment to enhance facility operations and safety. This RFP seeks qualified Design-Build partners to assist in delivering these upgrades efficiently and with the highest level of quality.

1. Introduction

The Mendon Fire District is requesting proposals from qualified Design-Build teams to provide comprehensive design and construction services for the renovation of its fire station. The facility, located at 101 Mendon Ionia Rd, Mendon, NY 14506, requires modernization to enhance operational effectiveness, address compliance needs, and improve the safety and well-being of its volunteer team.

2. Project Overview

Project Location: 101 Mendon Ionia Rd, Mendon, NY 14506

Project Type: Renovation of existing fire station

Delivery Method: Design-Build

Performance Period: November 1, 2024 – October 31, 2027 (aligned with V-FIRE grant)

Estimated Start Date: October 1, 2025

Estimated Completion Date: June 30, 2026

Anticipated Budget: \$288,249 (V-FIRE Grant Award)

This project aims to modernize the Mendon Fire District facility by addressing critical infrastructure needs to enhance operational efficiency and firefighter safety. A key component of the renovation includes the addition of dedicated bunk space to accommodate overnight staffing, improve response time, and support volunteer firefighter wellness and rest. Additionally, office and storage space to accommodate future growth will be required as part of the reconfiguration. All improvements must comply with applicable local, state, and grant-specific requirements.



3. Scope of Work

Mendon Fire District is seeking a team that brings not only technical expertise, but also a deep understanding of our mission-driven purpose and the critical importance of fiscal responsibility, timely execution, and collaborative project delivery.

The selected Design-Build team will be responsible for, but not limited to:

- Comprehensive evaluation of existing facility conditions
- Design development (schematic through final construction documents)
- Demolition and removal (as needed)
- Construction and renovation activities, including:
 - Expansion and construction of new bunk rooms and sleeping quarters
 - Installation of bunk fixtures (beds, lockers, lighting, outlets, HVAC)
 - Integration of safety and code-compliant systems for residential use
- MEP (Mechanical, Electrical, Plumbing) and Fire Protection system upgrades
- Accessibility and site improvements (ADA, egress, etc. – as needed)
- Permit acquisition and code compliance
- Final inspection, closeout, and project turnover
- Adherence to V-FIRE grant guidelines, budgeting, and reporting requirements

4. Proposal Requirements

Proposals should include:

- Cover letter - In addition to providing the primary name and contact information, the cover letter should convey the importance of this project.
- Firm's Background and qualifications
- Team qualifications, including design and construction leadership
- Relevant project experience
- Preliminary approach and timeline
- Fee structure, including design, construction, and preconstruction
- Project references
- Proof of Insurance and bonding capacity

5. Evaluation Criteria

Submissions will be evaluated on:

- Team collaboration and Design-Build process experience
- Understanding of the project scope and renovation needs



- Quality of past work and references
- Cost control and value engineering proposals
- Project timeline feasibility

6. Submission Details

Proposal Due Date: September 1, 2025

Submission Method: Email: Dale Sweet districtadmin@mendonfd.org

Pre-Proposal Walkthrough: TBD

Contact for Questions: Steve Shuler, Commissioner: Sshuler@mendonfd.org

[Dale Sweet:districtadmin@mendonfd.org](mailto:Dale.Sweet:districtadmin@mendonfd.org)

7. Additional Information

This project is funded by grant monies from the New York State Division of Homeland Security and Emergency Services (DHSES). As part of this grant funding, the project will be subject to the requirements of New York State Executive Law Article 15-A to promote opportunities for the participation of certified minority or women owned business enterprises (MWBE), as well as the employment of minority group members and women in the performance of the project. The MWBE goals established for this project are 15% of the contract for MBE and 15% of the contract for WBE. The Mendon Fire District reserves the right to accept or reject any or all proposals, waive any irregularities, and select the proposal that best aligns with the needs and mission of the department.

We appreciate your interest and look forward to partnering with a team that shares our commitment to safety, service, and community advancement.