



ESTES VALLEY FIRE PROTECTION DISTRICT

PREVENT PREPARE PERFORM

Request for Quote (RFQ)

Request for quotes to advise the Estes Valley Fire Protection District Board on the feasibility of conducting a 2026 sales tax initiative

Issued: April 30, 2026

Quotes must be submitted to: chief@estesvalleyfire.org by 8 am MST, May 5, 2026

Summary: The EVFPD is seeking professional guidance on the feasibility and advisability of conducting a Sales Tax Election in November 2026. This engagement is intended to be a short-term task focused on evaluating whether pursuing a 2026 election is practical, strategically sound, and aligned with district goals. The selected consultant will assess relevant factors, including timing, legal considerations, financial implications, and community readiness. As part of this analysis, the consultant will also outline the advantages and disadvantages of conducting an election in 2026 versus 2027, including potential impacts on voter turnout, campaign preparedness, economic conditions, and overall likelihood of success. Based on these findings, the consultant will provide a clear recommendation on whether the District should proceed with a 2026 sales tax election or consider an alternative timeline.

Services Requested: The EVFPD is seeking a consultant to conduct a short-term assessment of the feasibility and advisability of a November 2026 Sales Tax Election. The scope of services will include, at a minimum, the following:

- Conduct telephone or video interviews with key District staff, including the Fire Chief and other personnel.
- Review all relevant documents prepared to date related to a potential sales tax measure.
- Analyze available voter data to assess electoral feasibility and community support.
- Attend and provide input at one Board meeting during the week of May 11.

The consultant will summarize findings from these activities, outline the advantages and disadvantages of conducting a 2026 sales tax election, and provide a clear recommendation regarding whether the District should proceed. The consultant will also lead a discussion of these findings and recommendations at an EVFPD Board meeting.

Guidance Fee Structure & Payment Terms: Proposals shall include a not-to-exceed total fee for the scope of services described, along with a breakdown of costs by task (e.g., interviews, document review, voter data analysis, and Board meeting attendance). The District prefers a fixed-fee structure for this short-term engagement; however, respondents may also propose an hourly rate with an estimated total cost and defined scope assumptions.

Payment will be made upon completion of services and receipt of an invoice, unless an alternative milestone-based payment schedule is proposed and approved.

RFQ Selection Process Timeline: RFQ issued on April 30, 2026; deadline for questions is May 4, 2026, and quotes must be submitted by May 5, 2026, at 8 am MST. The project kickoff is on May 7, 2026. Any questions must be directed to Chief Warren Jones: (970) 397-3114, or chief@estesvalleyfire.org

RFQ Submission Requirements: Please provide at least three references with similar work with Fire Districts in the past 2 years. Quotes shall be submitted electronically to chief@estesvalleyfire.org

The District reserves the right to request additional information, conduct interviews, or negotiate scope and fees with the selected consultant.

Disclaimer: This RFQ does not commit the EVFPD to select any firm, award any work order, pay any costs incurred in preparing a response, or procure or contract for any services or supplies. EVFPD reserves the right to accept or reject any or all submittals received, cancel or modify the RFQ in part or in its entirety, or change the RFQ guidelines, when it is in the best interests of EVFPD to do so.

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901 N. SAINT VRAIN AVE. ESTES PARK CO 80517 970-577-0900 FAX 970-577-0923