

Town of Goffstown, New Hampshire

Request for Proposals

New Fire Station Design Services

Town of Goffstown New Fire Station Design Services

1. Introduction

The Town of Goffstown is requesting proposals from qualified vendors to complete schematic architectural design services for a new fire station in Goffstown, New Hampshire. The scope of this project includes providing architectural programming, site recommendations, Code application, schematic site design, schematic plans and elevations, estimates and budget, value engineering, and design review and approval for a new fire station.

2. Qualifications of the Architect

- Describe projects similar to this one which were completed by this design team preferably in the last five (5) years. The Town of Goffstown is particularly interested in experience designing facilities similar in scope and size as well as experience with municipal projects.
- Describe your specific experience and knowledge of Emergency Response Design. Include specific design elements that were created in order to enhance or develop fire department or rescue activities within the building or on the site.
- Provide references (including names and telephone numbers of the owner's representative, project manager and contractors) for at least five (5) of these projects.

The candidate Architect shall:

- Have successfully completed the design of at least five (5) individual fire stations, EMS facilities and/or fire station/municipal/police in the last three (3) years.
- Have successfully completed at least three (3) facilities of similar size and function that have been built or are currently under construction in the last five (5) years.
- Demonstrate thorough understanding of relevant codes and regulations that takes into account NFPA, ADA, FEMA FA 168 and International Building Code in relation to Emergency Response Facilities.
- Have a thorough knowledge of emergency response programming that addresses a broad range of relevant issues and be able to demonstrate this knowledge in your response to this RFP.
- Demonstrate experience in land, site, building and fiscal issues with a detailed example of:
 - Critical negotiations with agencies, governing authorities or utility companies
 - Site location for fire stations that demonstrate experience with Insurance Services Office (ISO) criteria in station location, response safety issues and fire department criteria as regards land usage and station design.
 - Feasibility studies or designs that compare sites, existing verses new buildings or the pros and cons of addition/renovation.

- Thorough understanding of bonding, taxes and Municipal revenue streams; a track record of in preparation for the bond referendum.
- Understanding and successfully aiding Fire Departments and/or municipalities to obtain voter approval of bond referendums; the ability to take a lead position organizing voter education.
- Using examples, demonstrate the successful use of cost control strategies as applied to Emergency Response Facilities. These may include:
 - Estimating probable construction costs (estimates) during the Schematic Design Phase.
 - Estimating project soft costs.
 - Value engineering techniques and how they are applied to fire station design and construction.
- Civil, structural and mechanical, electrical and plumbing engineering consultants who each have experience with Emergency Response Facilities, preferably in conjunction with the Architect.
- Provide any other special provisions that relate to the specifics of the project.
- Include any honors, awards or other professional engagements in the field of Emergency Response.

2. Items to be provided by the Town

Items to be provided by the Town are as follows:

1. Site information / options.
2. Current and future requirements of the Fire Department.

3. Scope of Services

The Town of Goffstown is requesting proposals for work to be done as outlined below:

Project Scope – The architectural firm will meet with project stakeholders to discuss the scope, proposed schedule and process for the entire project. A topographic property survey will be presented for selected option properties.

- The architectural firm will prepare a checklist to guide the execution of the topographic survey.
- The architectural firm will work with the Town, the Fire Department, neighborhood groups and other interested parties in order to determine their issues and act upon them.
- Once awarded the contract, the architectural firm will address project scope, timeline, expectations, approvals, and how to best achieve visions for the project.

Programming – A detailed program document for the Fire Department will be developed from an in-depth programming meeting with the Chief any project Committee members.

- The Program will be utilized to determine the scope of the project by employing tools and techniques developed by the architectural firm specifically for Fire/EMS facilities.
- The Program will describe Fire, EMS and rescue operations, training, specific requirements, and activities within the building and on the site. It will identify critical operations, priorities, security/public protocols and use, important response issues and operational efficiencies. The Programs will also identify potential future site and building needs.
- The Program will pay particular attention to paid, part-time and on-call personnel and first responder access issues.

- Based on the program, a Space Analysis document will be created that specify probable room and building size.
- Utilizing the Space Analysis, the architectural firm we will develop a conceptual estimate that includes site work and building construction and is based upon the information acquired by the programming effort.

Codes – The architectural firm shall be adept in applying the relevant codes, regulatory requirements and operational guidelines for the various components of an emergency response facility.

- The relevant codes and the IBC, NFPA and ADA will be reviewed in their relationship to the site and building design.
- Fire station designs shall follow applicable NFPA recommendations such as 1710 and 1720 “Standards for the Organization and Deployment... by Paid and Volunteer Fire Departments.”
- The architectural firm will explain the cost implications and effects if the Town desires to adhere to NFPA recommendations.
- The architectural firm will reference industry guidelines during design such as FEMA FA-168, “Safety and Health Considerations for the Design of Fire and Emergency Medical Services Stations.”
- The International Building Code (IBC) has defined Fire, EMS and Police stations as “Essential Service Facilities.” These buildings are designed, built and observed during construction to a higher standard. The architectural firm shall be adept and very familiar with the cost, schedule and design implications of these requirements and will lead the Town through the process of adapting to these codes.

Schematic Site Design – The architectural firm will develop a site design that reflects the decisions made in the Program. The design will address building footprint, paid, part-time, on-call and public access and use, security requirements, parking and safety.

- The site plan shall be developed to denote features including the building, entry/egress, aprons, drives, access, parking, major drainage considerations and important site features such as zoning requirements.
- The architectural firm will design for ingress/egress, emergency response, site safety, first responders and public pedestrian use. The architectural firm will identify cost implications, utilities, site coverage, future expansion and flexibility of use.

Schematic Plans and Elevations – Schematic floor plans and elevations will be designed to satisfy the requirements developed in the Program and Site Plan. The building elevations will be created to show how the building will utilize specific materials to create a “50 – 75”-year building and yet harmonize with the surrounding area and meet the Town’s needs and vision.

- The schematic floor plans will be created with particular attention to the creative utilization of the interior space to make it both efficient and responsive to the Fire Department’s needs.
- The architectural firm shall assess the room requirements and design the floor plans to maximize the Program while accommodating the specific site size and requirements.
- The elevations will depict the materials and massing that are important to convey professional image to the public. Design elements necessary for aesthetics and materials that reflect longevity, energy efficiency and low – no maintenance guidelines shall be utilized.
- Codes will be applied to the Schematic Design to check compliance for egress, fire and life safety.
- The architectural firm will work with fire department staff to develop renderings and drawings to show integrated spaces and building features that will provide for on-site training opportunities.

- The architectural firm shall provide at least two renderings of the proposed fire station on the site. The renderings shall be mounted on illustration board and be of such quality, enabling them to be displayed to the public.
- Members of the architectural firm who are familiar with the design shall be available to attend at least five public meetings or as required to present the project and answer questions regarding the project in the schematic design phase.

Estimate and Budget – Utilizing the program, schematic floor plans, elevations and site plan:

- The architectural firm will develop an opinion of probable construction costs (“hard cost” budget) expressed in total costs.
- The architectural firm shall develop a “Soft Cost” budget to show the other costs anticipated for this project. Soft costs are any other project costs other than hard costs. These costs can include professional fees, fixtures, furnishings and equipment, specialty equipment, security, communications, etc.

Design Review and Approval – The architectural firm will meet with the Town regularly during the design.

- The architectural firm will advise you of important design, cost, budget, and value engineering considerations.
- The architectural firm will lead at least one presentation of the Schematic Design to the Town in addition to the meetings.

4. Deliverables

(see # 3)

5. Submission Requirements

To assist in simplifying the proposal review process, all proposals must follow the format described below:

1. Letter of Transmittal
 - Cover Letter

Introduce the architects and summarize the firm’s qualifications, including the license number of the lead architect. The cover letter should provide the name, address, phone, fax and email for the architect’s designated contact person.
2. Introduction

Statement of general understanding of the project

 - Describe your understanding and your vision for this project and/or facilities.
 - Describe your proposed design approach for successfully completing this project.
 - Key to this project is communication with the Owner. Describe in detail your approach to communicating and working with the Owner representatives.
 - Based on your experience, discuss any challenges that may be encountered during this process as well as any concerns you see that may need to be addressed.
 - Describe your time commitment estimated to develop and design this project.
3. Scope of Work

Approach and Methods related to Scope of Work

4. Project Organization and Staffing
 - Description of Project Team
 - Listing of Key Project Members including sub-consultant
 - Related Resumes / Project Portfolios
5. Qualifications and Related Experience
 - Brief Company Profile
 - Project related Capabilities
 - Professional Qualifications
 - Related Project Experience including References
6. Additional Information
 - Company / Firm Employer ID Number
 - Any additional information that the vendor wishes to provide.
7. Cost Proposal
 - Vendor must complete Attachment A, and may attach additional documentation if desired.

Contact and Submittal Information

Contact information is as follows:

Questions Related to the RFP:

Richard S. O'Brien
Fire Chief
Goffstown Fire Department
18 Church Street
Goffstown, NH 03045
603-497-3619
robrien@ci.goffstown.nh.us

Proposals Shall Be Submitted To:

Selectmen's Office
Town of Goffstown
16 Main Street
Goffstown, NH 03045

All proposals in response to this RFP must be received in a sealed envelope and clearly marked "**GOFFSTOWN New Fire Station Design Services**" by 2:00 pm, Thursday, **April 17, 2008** at the Selectmen's office. RFPs will be opened publicly by the Fire Chief and the Town Administrator (or their designees). Proposal evaluation and recommendations will be presented at the Selectmen's meeting on Monday, **April 28, 2008**. Bid award is anticipated by **May 6, 2008**.

Questions and/or visits to potential sites must be arranged through Fire Chief Richard O'Brien. All questions must be submitted in writing. Deadline for receipt of questions is 4:00 PM Monday April 7, 2008. All questions will be answered in writing and questions and answers will be shared with all Consultants that have reported interest in the project. Venders are encouraged to call 497-3619 to arrange visits. Contractors with prior experience with emergency response facility projects preferred, and encouraged to participate.

The Town requests that a total of 3 copies of the proposal be submitted. The Town of Goffstown assumes no responsibility or liability for costs incurred by vendors in responding to this RFP or in responding to any further request for interviews, additional data, etc.

The proposal shall be signed by an official authorized to bind the offer and shall contain a statement to the effect that the proposal is a firm offer for a one hundred twenty (120) day period from opening.

Evaluation of Proposals

The Goffstown Fire Department invites qualified firms to propose and intends to select three finalists for oral interviews. The Fire Chief and/or his designee will review and screen all proposals. Proposals will be evaluated with respect to the following:

- Firm and individual qualifications and experience designing Emergency Response Facilities.
- Consultant qualifications and experience in addition to experience working together as a team.
- Completeness, technical competence and clarity of the proposal as well as understanding of project scope, and proposed project approach and methodology.
- Clarity of team organization and communications, and assurance that team members assigned will in fact be available for this project.
- Demonstrated creativity and excellence in Emergency Response Facility design.
- References related to similar projects.
- The stated fee matched to the quality, thoroughness and quantity of the work product proposed.

It will be the responsibility of the Fire Chief and/or his designee to rank the candidates in order of qualification on the basis of the evaluation of the written responses to the Request for Proposal. Following the initial ranking based on qualifications, the price proposals of all consultants will be considered. The Fire Chief and/or his designee will then perform a final ranking to select the top Consultant. Price is not the determining factor in the selection process but it may impact final ranking.

The Town reserves the right to reject any or all proposals as it may determine, to waive any non-material irregularities, defects in form or information in any RFP, and to accept or reject any item or combination of items, where the best interest of the Town is served. There will be no reimbursement to any Firm for the cost of preparing its proposal.

The Town reserves the right to not award any contract to any bidder if funding for the project is not secured by the Town through public approval.



Town of Goffstown, New Hampshire

Request for Proposals

Attachment A

**Town of Goffstown, New Hampshire
New Fire Station Design Services**

Cost Proposal

1. Work to be done as outlined in Scope of Services _____
2. Reimbursable Expenses (not included in #1) _____

The undersigned certifies under penalties of perjury that this bid is in all respects, bonafide and fair, and made without collusion or fraud with any other person. As used in this section, the word "person" means any natural person, joint venture, partnership, corporation or other business or legal entity.

(Signature of Person Responsible for Bid Submittal)

(Date)

(Company / Firm)

PUBLIC / LEGAL NOTICE:



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REQUEST FOR PROPOSALS

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The Town of Goffstown is currently seeking proposals for New Fire Station Design Services. Proposal specifications can be obtained from the Goffstown Fire Department, 18 Church Street, Goffstown, NH 03045, phone: (603) 497-3619 or from the Town's web site <http://www.goffstown.com>. All submissions are due by April 17, 2008, 2p.m. at the Goffstown Town Hall, 16 Main Street (Town Selectmen's Office), Goffstown, NH 03045. The Town reserves the right to reject any or all proposals or any part thereof, to waive any formality, informality, information and/or errors in the proposal, to accept the proposal considered to be in the best interest of the Town.