Request for Qualifications & Proposal

Architect Services for Municipal Fire Station
Town of Warner, NH
August 11, 2016

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*some dates may be subject to change to accommodate schedule changes............... 7

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I. INTRODUCTION

**Purpose:** The Town of Warner, NH is seeking qualifications and a sealed proposal from architectural firms for planning and to produce conceptual designs for a new fire station of approximately 10,500 sf. located on town-owned land. It is the intent of the Board of Selectmen to secure a firm that will complete a conceptual design (Renderings) and to hire a construction manager under a separate Request for Qualifications /Proposal. The selected architectural firm, in partnership with a construction manager, will develop an approved building plan and then provide a quote for services to develop final design and engineering products ready for construction (Phase II), which will be presented in a warrant article at the March 2017 Town Meeting.

The Town understands the importance of effective communication and a productive working relationship between the Board / town volunteers and the Architect/Engineering (A/E) team it hires. It is the firm desire of the Board of Selectmen that the Town’s working relationship with the selected Architect / Construction Manager team develop and continue into the Phase II. However if, in the sole estimation of the Board of Selectmen, that the working relationship demonstrates to be unsatisfactory and not in the best interest of the Town, the Board reserves the right to tender an end to the work agreement and pursue other options for the next phase of the project.

For purposes of this (RFQ/P), the terms “Town” and “Town of Warner” are synonymous.

**Background:** The present fire station was built in 1963 with an addition built in 1992. The facility is crowded, functionally inadequate and too small for standard size fire vehicles. A prior effort to put forth a plan for a new station on another site was tabled due to concerns about the site selected and the potential cost of construction. Historically, attendees at town meetings have voted down large ticket (bond) issues for facility improvements until the second or third attempt at passage, thus delaying a project a year or two. The success of this current effort hinges on the ability of the Fire Station Building Review Committee (FSBRC), the Board of Selectmen and the officers and members of the Warner Volunteer Fire Department to work collaboratively with the Architect team to thoroughly educate the voters of the need, costs and value of a new facility, thus building support and minimizing misinformation and hearsay so that passage of the necessary funding is achieved on the first offering.

**Proposed Site:** The site for the proposed new fire station is 148 West Main St. (Rte. 103 W) at the east corner of Split Rock Road (Map 34, Lot 15). It is a level parcel of approximately 2.8 acres with a single family cape style home and detached garage, both of which will be removed by the Town. The parcel is predominantly open field bordered by trees and a stone wall on the west boundary with no indication of water or wetlands, and has water/sewer access.

The Fire Station Building Review Committee (FSBRC): The Fire Station Building Review Committee (FSBRC) was formed by the Board of Selectmen with the charge to evaluate
the need for and a size of a new fire station facility. The committee is composed of members representing the Board of Selectmen, Budget Committee, Zoning Board, Fire Department, Energy Committee and general citizenry. The members’ work experience ranges from building design and construction to project management and IT development. The committee has held regular meetings over the past months; meeting with members of the Warner Fire Department, touring fire stations in neighboring towns and interviewing their fire chiefs, discussing and debating program, function and space needs for the new fire station, resulting in a plan for administrative room sizes and space requirements for vehicles and equipment, (see appendix B). Meeting minutes and information related to this committee’s work to date is posted and available on the Town website (www.warner.nh.us).

Expectations: Aware of the different approaches used in the design and construction of municipal projects, the Fire Station Building Review Committee recommended to the Board of Selectmen to implement the Construction Management method of delivery for the selected Architect/ Engineering team to collaborate with the committee, which the Board approved. In the initial phase, the Architectural firm will engage with the (FSBRC) and the Fire Department officers with the goal of developing conceptual sketches of possible structural designs, and location and orientation on the building site. These renderings will be accompanied with general estimates of cost for site preparation and construction based on the program, function and space needs identified to date. These deliverables will be the basis for a warrant article, which will be presented at Town Meeting in March 2017, requesting funding to develop full, detailed architect designs and engineering by the architect and construction manager team for construction of the new fire station.

A mandatory site visit for prospective bidders is scheduled for Wednesday, September 7, at 10:00 at 148 W. Main St. in Warner, where a tour of the project site will be provided and questions answered. Please indicate your intentions to attend with the Selectmen’s Office (603-456-2298) before this date.

Within this Phase I ‘Conceptual Design’ component of this project, the selected firm will be expected to provide the following professional services and deliverables:

Products: Conceptual design
- Building layout/orientation on plat, including parking, driveways, landscaping, etc.
- Architect’s rendering of completed structure – PDF format for PP presentation & placard sign dimension for public presentations.
- Building Floor Plan – PDF format & placard sign dimension

Meetings:
1. Two to three meetings (2-3) as needed with the FSBRC during product development to gain an understanding of the parameters and the challenges incumbent for this project and to review initial sketches and floor layouts.
II. Product presentations to Board of Selectmen and Budget Committee during their budget preparation meetings in December, (meetings could be combined) for the 2017 town budgets,

III. Attend and present products at two (2) public information sessions and participate in structured discussion to address inquiries about design process, alternatives to presented design, time and cost factors, and the next steps in the project development. (see timetable)

IV. Attend and present the conceptual design products at Town Meeting in March, 2017.

II. PROPOSED TIME LINE

The following time line outlines the critical dates for this request:

- Site Visit: Tuesday, September 7
- Bids and Qualifications Due: Thursday, September 15
- Qualifications Reviewed: Monday, September 26
- Shortlist recommendations to the BOS: Tuesday, September 27
- Finalist interviewed: Wednesday, Oct. 5
- Notification of Award: Thursday, Oct. 13
- Design work to commence: ASAP after award
- Conceptual Estimate: December 13, 2016
- 1st Public presentation / Listening session: January ______, 2017
- Debrief results with FSBRC: January ______, 2017
- 2nd Public presentation: February ______, 2017
- Town Meeting - A/E design: March ________, 2017
- Upon successful approval:
  - Architecture and engineering design: Summer / Fall 2017
  - Construction Manager Cost Analysis: December 2017
  - Town Meeting- Construction Bond: March 2018
- Upon successful approval:
  - Construction start: April 2018
  - Estimated completion: December 2018
- *some dates may be subject to change to accommodate schedule changes
III. PROPOSAL SUBMISSION / REQUIREMENTS

Submission Requirements:

Respondents shall submit a Qualifications package that contains the information requested in this RFQ/P. Submissions should include the following general information in the sequence listed herein:

A. Cover Letter

The cover letter should demonstrate your firm’s understanding of the requirements related to the submission and summarize your firm’s qualifications and relevant experience. The letter should be signed by someone authorized to enter into an agreement with the Town.

B. Project Approach

Describe your firm’s plan for approaching the project including planning, design and implementation based on the scope of services outlined in this RFQ/P. Also include a time schedule to complete the actions described above with deliverables ready for use in time for presentation to the Board of Selectmen and Budget Committee and the prior to Budget Committee’s vote to recommend funding for the next phase of the project.

C. Proposed project time line

D. Qualifications and availability to undertake the project

a. Provide a narrative describing your firm’s unique qualification as they pertain to similar projects.

b. Provide a statement on the availability and commitment of your firm, its principal(s) and assigned professionals to undertake the Project.

E. Experience with providing Architectural and Design Services

a. Provide information on your firm’s experience for projects with similar scope of work. List the projects in order of priority, with the most relevant project listed first. Provide the following information for each project listed:

- Project name, location and description;
- Color images (photographic or reproductions);

F. References

Provide a list of at least (5) five references names and contact information.

G. Company Background
Provide a brief firm history including the number of years in business, names of members of the firm leadership, organizational structure and a description of the firm’s philosophy.

H. Qualifications of Design Team

Identify all members of the design team, including all proposed consultants, providing a summary of qualifications of the assembled team and detailed resumes of key personnel who will be assigned to the project. Provide a chart showing the organization of the proposed design team identifying the principal and project manager in charge of the project.

I. Other

Provide any other information you deem appropriate and useful in assisting in architect selection.

SUBMISSION INSTRUCTIONS: Statements of qualifications and a sealed proposal should be in accordance with the terms, conditions and requirements set forth in this RFQ/P. Interested parties should submit five (5) copies of their statements in an envelope and in a separate sealed envelope a proposal. Both shall include the company name and labeled “Town of Warner Fire Dept. Facility RFQ/P Statement” and deliver to the address below no later than 3:00 p.m. on September 15, 2016. Proposals received after this time may be returned unopened. Faxed or emailed proposals will not be accepted.

SEND TO: Mr. Jim Bingham, Town Administrator 5 East Main St. P.O. Box 265 Warner, NH 03278

Finalist(s) will be invited to review their proposals in a meeting with the Selectmen, Fire Station Building Review Committee and other representatives of the Town. The Town of Warner reserves the right to accept or reject any or all proposals, to waive minor informalities and to make an award, if any, as it deems to be in the best interest of the Town.

MODIFICATION OR WITHDRAWAL OF PROPOSALS: Proposal corrections, modifications, or withdrawals may be submitted until the proposal deadline. A vendor will be permitted to withdraw its proposal unopened after it has been deposited if such request is received in writing prior to the time specified for opening of the proposals; any such shall be in writing in a sealed envelope appropriately labeled and delivered to the Town Administrator as indicated above.

SEPARABILITY – The Town of Warner will accept only full packages for all requested elements. Proposals submitted without all scope of work items included may be disqualified.
DISQUALIFICATIONS OF PROPOSERS: A vendor may be disqualified and the vendor’s proposal rejected for either of the following reasons: 1) evidence of collusion among vendors or 2) failure to supply complete information as requested by this Request for Proposals.

Questions regarding this RFQ/P may be made to the Warner Town Administrator via email: administrator@warner.nh.us

I. EVALUATION AND SELECTION

The Town will evaluate each proposal based on the documentation requested herein, utilizing criteria, which includes, but is not necessarily limited to the following:

1. The proposal’s responsiveness to the requested information.
2. How well the proposal matches the needs of the Town of Warner.
3. The qualifications and experience of personnel committed to the project
4. The proposed timeline for completion of services
5. The proposed fee structure.
6. Interview performance of final candidates

Once the best proposals have been identified, the Town will contact and schedule interviews with selected firm(s). The Town reserves the right to hold additional interviews with firms to discuss terms and to negotiate if applicable the price and terms with prospective firms prior to making a final determination relative to proposals received. The Town further reserves the right to accept or reject any or all proposals, to waive minor informalities, and to make the award, if any, as may be deemed to be in the best interest of the Town of Warner.

Contract Award: The Warner Board of Selectmen expect to announce the selected proposal for the Phase I, Conceptual Design phase at a next regularly scheduled Board meeting upon review of up to three (3) finalists including interviews.

II. APPENDIX A: CERTIFICATIONS

The undersigned certifies that he has not given, offered or agreed to give any gift, contribution or offer of employment as an inducement for, or in connection with, the award of contract for services;

The undersigned declares that no person in the employ of the Town has a financial interest in this proposal or in the contract for the work which is proposed to be done;
The undersigned certifies that he or other members of this A/E team do not have any conflict of interest perceived or actual between the Town and the firm with regards to this project and that he will immediately notify the Town officials upon any conflict that has been discovered;

The undersigned certifies that no consultant to, or subcontractor for, has given, offered, or agreed to give any gift, contribution or offer of employment to the proposer, or any other person, corporation, or entity as an inducement for, or in connection with, the award to the consultant or subcontractor of a contract by the proposer;

The undersigned accepts that the Town makes no representations or warranties, including, without limitation, representations or warranties as to the accuracy of any information or assumptions contained in this RFQ/P or otherwise furnished to firms by the Town;

The undersigned certifies under penalties of perjury that he has submitted in good faith and without collusion or fraud with any other person. As used in this certification, the word “person” shall mean any natural person, business, partnership, corporation, union, committee, club, other organization, entity, or group of individuals.

SIGNATURE

Date:_____________________

Signature: ______________________________________ 

(owners/proprietor/authorized representative)

Name (print): ________________________________

Business Name (print): ________________________________

Business Address (print): ________________________________

Business Phone #: __________________________________

Seal (if corporation)
### III. APPENDIX B: ROOM SIZES

**TOWN OF WARNER**

**FIRE DEPARTMENT**

**BUILDING PROGRAM**

10/15/2015, rev. 6/13/16, rev 6/16/16, Rev 6/22/16, Rev 8/3/16

<table>
<thead>
<tr>
<th>ROOM</th>
<th>SIZE</th>
<th>SQ FT</th>
<th>ADJACENCY</th>
<th>NOTES</th>
</tr>
</thead>
<tbody>
<tr>
<td>Vestibule</td>
<td>8x8</td>
<td>64</td>
<td>Foyer</td>
<td>small closet broom / shovel / salt</td>
</tr>
<tr>
<td>Public Foyer</td>
<td>8 x 10</td>
<td>80</td>
<td>Foyer</td>
<td>small window - Future use</td>
</tr>
<tr>
<td>Reception</td>
<td></td>
<td></td>
<td>Office</td>
<td></td>
</tr>
<tr>
<td>Meeting room</td>
<td>12 x 16</td>
<td>192</td>
<td>Foyer</td>
<td></td>
</tr>
<tr>
<td>Communications Room / Radio Room</td>
<td>10 x 12</td>
<td>120</td>
<td>Foyer</td>
<td>3 - 4 people</td>
</tr>
<tr>
<td>Unisex Bathroom- public</td>
<td>7x9</td>
<td>63</td>
<td></td>
<td>No shower</td>
</tr>
<tr>
<td>Community Resource Room / Training</td>
<td>30x30</td>
<td>900</td>
<td>Kitchen</td>
<td>multi- purpose, w/ chair &amp; table storage</td>
</tr>
<tr>
<td>Emergency Management Director (EMD) office</td>
<td>10 x 10</td>
<td>100</td>
<td>Training Rm</td>
<td>1 emergency management radio, 1 amateur radio</td>
</tr>
<tr>
<td>General office storage</td>
<td>6 x 15</td>
<td>90</td>
<td></td>
<td>Main level-long closet / cabinet</td>
</tr>
<tr>
<td>Chiefs office</td>
<td>10 x 12</td>
<td>120</td>
<td></td>
<td></td>
</tr>
<tr>
<td>ems office</td>
<td>10x10</td>
<td>100</td>
<td>App Bay</td>
<td>computer &amp; desk, locked cabinet</td>
</tr>
<tr>
<td>EMS Storage</td>
<td>5x20</td>
<td>100</td>
<td></td>
<td>medical, long closest w/ double doors</td>
</tr>
<tr>
<td>Staff office</td>
<td>12 x 14</td>
<td>168</td>
<td></td>
<td>open work space w/ cubicles</td>
</tr>
<tr>
<td>Kitchen</td>
<td>14 x 20</td>
<td>280</td>
<td>Training Rm / outside wall</td>
<td>movable island, pantry, pass-thru, exterior door for loading</td>
</tr>
<tr>
<td>Men’s restroom</td>
<td>10 x 18</td>
<td>180</td>
<td></td>
<td>w/ shower</td>
</tr>
<tr>
<td>Women’s restroom</td>
<td>10 x 18</td>
<td>180</td>
<td></td>
<td>w/ shower</td>
</tr>
<tr>
<td>General storage</td>
<td>10 x 12</td>
<td>120</td>
<td></td>
<td>basement</td>
</tr>
<tr>
<td>Utility Rooms</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Electrical Closet</td>
<td>4 x 8</td>
<td>32</td>
<td></td>
<td>basement</td>
</tr>
<tr>
<td>Mech. Room</td>
<td>10 x 12</td>
<td>120</td>
<td></td>
<td>basement</td>
</tr>
<tr>
<td>Sprinkler Room</td>
<td>6 x 10</td>
<td>60</td>
<td></td>
<td>basement</td>
</tr>
<tr>
<td>Janitor Closet</td>
<td>6 x 6</td>
<td>36</td>
<td></td>
<td>staff bathrooms</td>
</tr>
<tr>
<td>Stair</td>
<td>5 x 10</td>
<td>50</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>TOTAL NET SQ FT</strong></td>
<td></td>
<td><strong>3155</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>75% Efficiency- 25% circulation &amp; walls</td>
<td></td>
<td>785</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Gear Room</td>
<td>20 x 24</td>
<td>480</td>
<td>App bays</td>
<td>44 lockers for turnout gear, heavy ventilation</td>
</tr>
<tr>
<td>Decon</td>
<td>8 x 8</td>
<td>64</td>
<td>App bays / Gear room</td>
<td>Walk-in shower for 3</td>
</tr>
<tr>
<td>SCBA</td>
<td>10x10</td>
<td>100</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Hazardous Materials</td>
<td>4x6</td>
<td>24</td>
<td>EMS Storage</td>
<td></td>
</tr>
<tr>
<td>Work room / tool room</td>
<td>12 x16</td>
<td>192</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Apparatus 5 bays</td>
<td>69’-8”x 76’-0”</td>
<td>5288</td>
<td></td>
<td>Drive through, door size 14’ x 14’- extractor / dryer, hose on wall</td>
</tr>
<tr>
<td><strong>TOTAL GRAND TOTAL AREA</strong></td>
<td></td>
<td><strong>10088</strong></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Apparatus 5 bays with 14’ wide doors 80'-0" x 82'-0" 6560 <1272>