

TOWN OF MIDDLEFIELD
REQUEST FOR QUALIFICATIONS
RFQ: FIRE STATION NEEDS ASSESSMENT AND
STRUCTURAL ANALYSIS
June 9, 2021

The Town of Middlefield Fire Department seeks qualification statements from highly qualified and experienced A&E firms or individuals to provide a fire station needs assessment and structural analysis.

Questions, and requests for clarification must be submitted in writing via email, by July 1st, 2021, to rnewton@middlefieldct.org. Submissions received after the deadline will not be considered. If required, an addendum addressing questions and requests for clarification will be issued no later than July 9th, 2021.

Sealed responses will be received by the Town of Middlefield up to the hour of Noon, July 16th, 2021. Responses delivered later will not be accepted. Town of Middlefield is not responsible for delivery delays.

All responses to this request that are mailed through the United States Postal Service (USPS) shall be addressed to The Town of Middlefield, P.O. Box 179, 393 Jackson Hill Road, Middlefield, CT 06455-0179. Hand-delivered responses or responses not sent through the USPS shall be delivered to the First Selectman's Office, Middlefield Town Hall, 393 Jackson Hill Road, Middlefield, CT 06455.

All responses shall be placed in a sealed envelope clearly marked with "FIRE STATION NEEDS ASSESSMENT AND STRUCTURAL ANALYSIS". Responses by FAX or E-MAIL will not be accepted.

The Town of Middlefield reserves the right to cancel this request or reject any and all responses submitted or to waive any minor formalities of this call if the best interest of the Town would be served.

I. INTRODUCTION

The Middlefield Volunteer Fire Company was established in 1934. The Fire Company operates as a 501-C3 non-profit organization and is funded mainly through the towns tax base. It has a roster of 50 firefighters all of which are volunteers. The Fire Company provides all hazards emergency response to our town and mutual aid partners on a 24-7 365-day basis.

The Fire Company operates out a centrally located station located in the approximate center of town. The firehouse presently holds 2 – Class A Pumpers, 1 Heavy Rescue Truck, 1- Engine /Tanker, 2 Light Rescue Truck and 1 Brush truck. The second floor contains office facilities, a training room and a kitchen. The present building has 6 bays some of which house two vehicles.

Additionally, we have a Boat for water recues, Trailer with All Terrain Vehicles and a utility trailer that houses sign and directional supplies. These are all housed outside of the main building at satellite facilities.

The original building started with two bays around 1937. An additional bay was added to the west in 1959. This addition was constructed by members of the company. In 1968 as the need for additional space was needed, another 2 bays were added to the east. These bays were a double size door and was made lower than the existing bays to accommodate the larger apparatus. The second-floor training room was also added on to in this phase.

In 1979 in an effort to address space and functional issues, an evaluation of the facility was undertaken. The focus of this was to determine whether to renovate the building or construct a new facility entirely. The report concluded that for a number of reasons it would be more economical and practical to renovate the existing facility. In 1982 a plan was presented but was defeated at a public referendum. The plan was revised and voted upon in August of 1985. This time the motion was passed, and construction started

In that project, two new bays which had 13' doors, were 60' deep and with one was made as a drive through with a door to the rear. The floors were lowered in the three existing bays during this project to create one level and accommodate larger fire apparatus. The project also included two segregated staircases, restroom facilities, ready room and new boiler and emergency generator. The second floor saw the addition of office space, kitchen serving areas, storage areas as well as compliant restrooms. The project was completed in 1986.

The building stands as it was in the since 1986 renovation today. The renovation was expected to last 25 years. The mechanicals of the facility remain the same with only maintenance being done. The roof was replaced in 1996 and major repairs in 2010 to reseal the rubber membrane. It also has outlived it life expectancy of 10 years. The facility today faces many issues including upcoming repairs to the roof, boiler and generator. Obsolescence in evident throughout and every changing mandate that need to be addressed are evident. A

review of the needs as well as the structural integrity are needed to continue to properly function as an emergency service provider

The Town of Middlefield Fire Department seeks a professional design consultant to assist with a need's assessment and structural analysis of its current facilities, which is anticipated to include review of the existing conditions of the Fire Station, identification of current and future space and operational needs, expansion of existing building versus need for new building, prepare conceptual design options, forecast construction and total project costs for the preferred options. In addition, There will be a public viewing of the options and budgets to the townspeople to gain a sense of which design and budget would be preferred. The final decision will be a recommendation of the building committee to the board of selectmen and finally to a town meeting for approval.

II. SCOPE OF WORK

This RFQ requests responses from highly qualified and experienced A&E firms or individuals to provide our fire station needs assessment and structural analysis that fulfill the current and future needs of the Town of Middlefield. The successful Consultant will provide the Town with a full range of professional planning and design services including:

A. Facility Needs Assessment

1. Existing Facility Evaluation

- a) Work with Town stakeholders to develop condition assessment of existing facility.
- b) Review the existing building envelope.
- c) Review existing mechanical/electrical/plumbing systems.
- d) Evaluate facilities based on current International Building Code requirements.

2. Program Development

- a) Assess current programs/services provided and projected operations and facility needs.
- b) Work with Town stakeholders to develop a program for each project.
- c) Provide information substantiating program requirements.

- d) Evaluate subject site(s) for possible expansion development of the existing fire station. Factors to be considered should include (but not limited to) the following:
 - (1) Traffic impacts for station response time as well as the traffic impact to the surrounding neighborhood.
 - (2) Cost
 - (3) Zoning
 - (4) Environmental considerations
 - (5) Potential for site contamination
 - (6) Size and shape of the parcel(s)
 - (7) Necessary off-site improvements

3. Concept Design

Provide 3 different options representing 2 options for additions and alterations and one for replacement of the building with a new structure.

4. Cost Estimating

Provide professional cost estimates for the individual concept plans that will be used by the town and the public in evaluating the best option to move forward.

5. Final Design and Construction

After the town has voted on the option to move forward the design team will be retained to continue with the balance of the design and Construction oversight. The fees will be based on the percentage of Construction presented in the initial proposal for selection

III. QUALIFICATIONS

A. Minimum Qualifications:

1. Respondent must demonstrate experience providing planning, and design services for fire agencies.
2. Respondent must demonstrate experience providing design services for multiple, concurrent projects.
3. The individual proposed to be the architect or engineer of record shall possess a valid State of Connecticut professional registration in the claimed field of expertise.
4. Demonstrate Energy conservation/Sustainability in the design process

IV. APPROXIMATE TIMELINE

RFQ Released	June 9, 2021
Non-Mandatory Walk Through	June 17, 2021 @ 11:00 a.m.
RFQ Due	July 16, 2021
Notice to Proceed	September 15, 2021
Completion of Needs Assessment	December 15, 2021
Presentation to Public hearing	January 2022
Committee recommendation to Bd of Selectmen.	February 2022
Town Meeting for determination of project.	March 2022
Upon approval by town meeting	Funding in 2022 budget for project completion

V. PROPOSAL SUBMITTAL FORMAT

The General Information form, on the next page, is designed to serve as the cover sheet. Do not attach cover letters, title pages, or blank sheets ahead of this form, nor substitute letterhead paper for it. If additional space is needed, plain paper may be attached behind this form. This form must be signed by a person authorized to make responses and enter into contract negotiations on behalf of your agency. This individual must be at least 18 years of age. Failure to submit this form may result in your proposal being deemed non-responsive.

RFQ FIRE STATION DESIGN
SERVICES

General Information

This form must be signed by a person authorized to make responses and enter into contract negotiations on behalf of your agency. To be considered for this project, the submittals must be completed in accordance with this RFQ, and this cover sheet must be attached.

Failure to submit this form may result in your response being deemed non-responsive.

_____	_____
Authorized Official (Signature)	Date
_____	_____
Print Name of Authorized Official	Title of Authorized Official
_____	_____
Company Name	Contact Person
_____	_____
Address City, State, Zip	Phone Number
_____	_____
Fax Number	E-Mail Address

Federal Tax ID #	

VI. SUBMITTAL PROCEDURE

Please submit one (1) original, one (1) electronic and four (4) copies of the response for services in an 8-1/2" x11" format. Proposal shall be no more than 20 double sides (40 single sided) pages (excluding personnel resumes). Covers and any dividers will not be included in the page count. A minimum of an 11-point font is to be used.

Sealed responses will be received by the Town of Middlefield up to the hour of Noon, July 16th, 2021. Responses delivered later will not be accepted. The Town of Middlefield is not responsible for delivery delays.

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All responses shall be placed in a sealed envelope clearly marked with "FIRE STATION NEEDS ASSESSMENT AND STRUCTURAL ANALYSIS". Responses by FAX or E-MAIL will not be accepted.

Please be advised that USPS deliveries requiring a signature may not be delivered in a timely manner as our receiving point is not staffed at all times and may not be available to sign at the time of delivery.

Failure to submit the General Information page may render the proposal non-responsive and therefore void.

The Town of Middlefield accepts no responsibility or liability and will provide no accommodation to consultants who fail to check for addendums and submit inadequate or incorrect responses.

A. SUBMITTAL REQUIREMENTS

These instructions were developed to aid in response development. They also provide for a structured format so reviewers can systematically evaluate responses. Each copy of the response package must include all of the sections in the order indicated. Attachments should be clearly referenced and identified to facilitate the review process.

All responses submitted shall include the following information:

1. **Mandatory Requirements (Pass/Fail). These requirements will not be scored, but failure to meet any of these qualifications will render your proposal non-responsive.**
 - a) Introductory Letter. This letter shall specifically stipulate that the Consultant accepts all terms and conditions contained within the RFQ and supporting documents. The letter shall name the person(s) authorized to represent the Consultant in any negotiations and the name of the person(s) authorized to sign any contract that may result.
 - b) Proof of Licensure. Consultant shall submit proof that they have a current, active license to practice architecture in the State of Connecticut.

2. **Qualifications: Information under this section should include, but not be limited to:**
 - a) Company description: Include number of years in business, size, specialties, etc.
 - b) Resources available to perform the services.
 - c) Provide a list of best practices your company utilizes when making recommendations.
 - d) Describe the firm's resources available to perform the work for the duration of the project and other on-going projects.
 - e) Sub-Consultants: Include the name and address of any sub-consultant that may perform work under this contract and what services they may provide.
 - f) Experience: Information under this section is preferred, however consideration will be given to any combination of

experience that would reflect meeting the qualifications.

3. Previous experience: Provide information for fire station planning services for both new facilities and station remodels within the last five years that best characterize your firm's capabilities to accurately describe the programmatic requirements and costs of the project. Include contact information for at least three (3) of the projects listed.

- a) Previous experience: Recent multi-projects delivery experience "within the last five years, that best characterize your firm's capabilities and work quality on multiple, concurrent, projects for the same agency.
- b) Staff experience: Provide the name, title, brief description of duties, and years of experience and availability for the staff that will be assigned to this contract.
- c) Sub-Consultants (if applicable): Include information about their experience and the name, title and brief description of duties and years of experience for each staff member that will be assigned this project.
- d) Resumes of principal and staff proposed to work on the project (excluded from page count total)

4. Project Approach and Understanding: Information under this section should include, but not be limited to, your understanding of the Town's requirements, a proposed project schedule and your firm's approach:

- a) Provide a clear and concise understanding of the project by describing and clarifying any major issues based upon project information provided in this **RFQ**.
- b) Provide a detailed description of the firm's approach to overall management, allocation of resources, best practices and integration of all activities required by the scope of work.
- c) Provide statement regarding lines of authority and responsibility, and a statement regarding how your firm is prepared to respond promptly to problems and any changes to the scope of work.
- d) Provide a detailed description of the proposed services offered and the methodology that will be used to accomplish the tasks identified in the scope of work section. This work plan will detail team assignments and narratives of work approach and work force, schedule of activities with time allocations.

- e) Outline firm's approach to ensuring work is completed in accordance with budget and schedule.
- f) Address quality assurance and quality control measures undertaken to improve accuracy and completeness of project documents.

5. References:

- a) Provide at least three (3) references for similar work performed for Phase I and Phase II with other fire departments, City's or agencies within the past five (5) years. Include department name, location, contact person and contact information (phone and email). Briefly describe the work performed.

VII. QUALIFICATIONS STATEMENT EVALUATION

The Town's choice of the Consultant will be made by evaluating the written qualification statements. Each response received in response to this RFQ will be evaluated based on:

- Mandatory Requirements(pass/fail)
- Qualifications (maximum of 30 points)
- Experience (maximum of 35 points)
- Project Approach and Understanding (maximum of 35 points)

The building committee will select no fewer than 3 firms to invite to an in-person interview at which time fee proposals for the initial planning and concept phase will be provided along with a percentage fee for the balance of the project after approval by the town meeting.

VIII. INFORMATION

Questions, and requests for clarification must be submitted in writing, or via email, to Robin Newton, rnewton@middlefieldct.org.

Incomplete submissions or submissions received after the deadline will not be considered. If required, an addendum addressing questions and requests for clarification will be issued no later than July 1st, 2021.

IX. GENERAL TERMS AND CONDITIONS

Respondents must fully disclose, in writing to the Town on or before the closing date of this request for qualifications, the circumstances of any possible conflict of interest or what could be perceived as a possible conflict of interest if the respondent were to become a contracting party pursuant to this request for proposals. The Town shall review any submissions by respondents under this provision and may reject any submission where, in the opinion of the Town, the respondent could be in a conflict of interest or could be perceived to be in a possible conflict of interest position if the respondent were to become a contracting party pursuant to this request for qualifications.

Respondents shall make all investigations necessary to inform it regarding the service(s) to be performed under this request for proposals.

Any act or acts of misrepresentation or collusion shall be a basis for disqualification of any respondent. In the event that the Town enters into a contract with any respondent who is guilty of misrepresentation or collusion and such conduct is discovered after the execution of said contract, the Town may cancel said contract without incurring liability, penalty, or damages.

Minority and Woman Business Enterprises are encouraged to consider submitting qualifications for consideration. The Town is an Affirmative Action - Equal Opportunity Employer.

The Town is issuing this request for qualifications for the purpose of determining the benefits of retaining consultants to provide the services described in this Scope of Services and reserves the right to reject any or all responses and to amend this Scope of Services in the process of selecting a Consultant.