

Town of Bridgewater

Request for Qualifications

Fire Station Facilities Study and Design Services

January 2020

Michael Dutton, Town Manager
Thomas Levy, Fire Chief
Office of the Town Manager
Municipal Office Building
66 Central Square
Bridgewater, MA 02324

REQUEST FOR QUALIFICATIONS

Fire Station Facility Study and Design Services Town of Bridgewater, Massachusetts

The Town of Bridgewater is soliciting qualifications from designers to perform a facility study and provide design services for a new fire station.

The Town is seeking a Designer to perform the following services, hereinafter referred to as Phase I Services:

- Develop a facilities needs program for its fire department to accommodate current and projected assets and operational requirements.
- Conduct a site selection study to identify potential locations for a new fire station.
- Develop conceptual designs for a new fire station at each location identified in the site selection study.
- Perform a comparative analysis of the options identified above and provide suggestions and support to the Fire Station Building Committee.

Pending authorization and appropriation of funds, the Town reserves the right to negotiate with the Designer providing Phase I Services for final design services (Phase II) if it is determined to be in the Town's best interest. Final design services may include multiple schematic design options, design development, development of plans and specifications, studies, surveys, soil tests, development of construction bid documents, bidding support services, construction phase services, and more, hereinafter referred to as Phase II Services.

The initial contract will include Phase I Services only. The fee for the Phase I Services will be negotiated with the top-ranked applicant. Phase I Services should be completed within 90 calendar days of Notice to Proceed. The budget and schedule for Phase II Services have not yet been determined.

Applicants must qualify as Designers as defined by MGL c. 7C §44. Applicants must be qualified to perform all Phase I and Phase II services as listed above.

Request for Qualifications documents may be obtained from the Procurement Officer at Procurement@BridgewaterMA.org.

Sealed qualifications should be delivered to the Office of the Town Manager at the Municipal Office Building, 66 Central Square, Bridgewater, MA 02324 no later than **Friday, February 14, 2020 at 12:00PM**. Sealed qualifications should be clearly marked "Qualifications for Fire Station Facility Study and Design Services." Separate sealed price proposals should be clearly marked "Price Proposal - Qualifications for Fire Station Facility Study and Design Services." No faxed qualifications will be accepted. The Town of Bridgewater reserves the right to reject any and all proposals, waive informalities, and to award contracts in the best interest of the Town.

REQUEST FOR QUALIFICATIONS
Fire Station Facilities Study and Design
Services Town of Bridgewater, Massachusetts

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I. Background

The Town of Bridgewater has two fire stations in operation, located at 22 School Street, and 774 Plymouth Street.

22 School Street serves as the Headquarters Fire Station, and houses the administrative offices, Fire Prevention, 33 firefighter/paramedics, and numerous fire apparatus. This station was built in 1868, with several additions and renovations over the years. The ongoing growth throughout Town, and particularly on the west side of Bridgewater has caused increases in calls to areas of Town not optimally covered, as well as Route 24 where traffic has increased. Increases in traffic have hampered the ability of emergency fire apparatus coming and going from the 22 School Street location. In addition, the 22 School Street location cannot accommodate the Town's ladder truck which is not needed equally on both the west and east sides of Town and the Town's center.

774 Plymouth Street is a smaller sub-fire station, housing 20 firefighter/paramedics and fire apparatus, including the ladder truck. This station was built in 2001 and is in need of minor renovations to improve functionality and HVAC. The property is rather small and may not allow for an addition. The study will seek to maximize the space use.

Neither fire station has separate facilities for restrooms, showers or living areas, for both employees and the general public. Neither location has separate emergency medical treatment areas for walk-in patients, dedicated decontamination areas, or ventilated personal protective equipment clothing areas. Both fire stations have the fire apparatus and vehicles located immediately adjacent to office and living areas, with no airlocks for separation.

Both fire stations are lacking in room for personnel, vehicle and storage space.

Property owned by the Commonwealth, for the benefit of Bridgewater State University located on Hale Street, may be considered as a potential location for a combined service building in conjunction with Bridgewater State Police Department.

The Town seeks to make the development of a feasibility study a true community project, and is creating a committee made up of firefighters, community members, and other stakeholders to review the responses to this Request for Qualifications and to guide the consultants. The Town is also interested in creating training space and/or meeting space which can be used by civic and non-profit organizations.

The 22 School Street location sits within a federally designated Opportunity Zone and the Town does not foresee a fire station on this location as the highest and best use of the property. Given the timelines outlined in the Opportunity Zone regulations, there is some urgency to the Town's efforts to relocate.

II. Scope of Phase I Services

The following is a proposed Scope of Services that the Town is seeking as part of Phase I. The exact Scope of Services will be negotiated between the Town and the applicant deemed to be most qualified.

1. Analyze all relevant data, including fire and EMS call volumes, locations, and acuity. Analyze available data concerning Bridgewater State University police call volume and locations.
2. Develop a Program detailing the facility requirements for the Fire Department, accounting for future growth.
3. Work closely with designees from Bridgewater State University and the Commonwealth to investigate the possible use of state property for a combined BSU Police / Bridgewater Fire facility.
4. Identify community concerns that may impact project options.
5. Assist the project proponent in identifying available grants and funding from State and Federal programs and recommend how to maximize their use. Also identify special legislation requirements for a combined state/town facility.
6. Locate up to three new potential sites for a new Fire Department facility. Potential sites may be Town owned, privately owned, or a combination.
7. Prepare conceptual site and building plans for each of the new potential sites identified above. Conceptual designs should be based on the Program and include simple floor plans and elevations, as well as a basis of design narrative for site, structural, mechanical, electrical, plumbing, and fire protection systems.
8. Determine infrastructure impacts including, but not limited to:
 - a. Sewage disposal
 - b. Town water
 - c. Public utilities (i.e. electricity, gas telephone, etc.)
 - d. Parking and traffic
9. Review the current environmental requirements and prepare a summary of the local, state, and federal permits which may be necessary.
10. Develop a preliminary construction cost estimate for each conceptual plan including, but not limited to:
 - a. Complete site-work, building, and/or required renovations to existing buildings
 - b. Phasing, relocation, and moving costs, including temporary facilities if required
 - c. Furniture, fixtures, and equipment
 - d. Environmental remediation, if required
 - e. Related and required infrastructure, even if not on the project site

- f. Recommended contingency for unknown conditions and construction contract changes
 - g. Building operating, replacement, and maintenance costs for a projected appropriate period of time.
 - h. Corresponding detailed project schedule including design, bidding, procurement, construction (phasing), commissioning, occupancy, and project close-out
11. Provide an estimated budget for each conceptual plan, including but not limited to, costs for design and construction documents, bid advertisements and plan distribution, all costs identified in the construction cost estimate, contract administration (off and on site), and a project contingency.
 12. Prepare a comparative analysis of each conceptual option based on all findings and provide a recommendation for that option which is the most cost effective and best meets the Program requirements.
 13. Provide presentation materials and displays for public review and comment for each conceptual plan and assist with the presentation at Town board meetings and/or public hearings.
 14. Prepare and issue a final report including description of the agreed Program requirements, all site and building plans, narrative descriptions of each option and their corresponding cost estimates and recommendations.

III. Evaluation of Qualifications

MINIMUM REQUIREMENTS

Each submission of qualifications must meet the following minimum requirements in order to be considered for further evaluation.

- The applicant must qualify as a Designer as defined by MGL c. 7C §44.
- The applicant must be able to provide evidence that they have experience delivering at least four completed Programs for a fire station facility or a similar type of facility and delivering conceptual plans and cost estimates based on such Program. (Phase I Services)
- The applicant must be able to provide evidence that they have experience with delivering at least four sets of completed design services, bidding services, and construction administration services of a fire station facility (Phase II Services).
- The applicant has designed at least five fire stations which have been successfully constructed and operable. (The Committee may conduct site visits to review the completed projects).
- The applicant must at minimum supply a complete list of ALL similar projects completed for public entities in the last 24 months, with contact names, telephone numbers and general description of project. The Town reserves the right to perform extensive reference checks.
- The applicant must submit a completed "Request for Qualifications – Standard Form" (attached hereto) including the Certificate of Non-Collusion and Certificate of Tax Compliance.
- Standard Designer Application Form for Municipalities and Public Agencies not within the DSB Jurisdiction shall be completed by the applicant so it is compliant with the legal requirements of MGL c. 7C §44.

COMPARATIVE SELECTION CRITERIA

Qualification submissions will be evaluated by the Selection Committee as established by the Town Manager. The following criteria will be considered:

- Prior experience with similar projects. (Up to 25 points)
- Past performance on public projects and working knowledge of Chapters 149 & 149A of the Massachusetts General Laws relating to public construction projects. (Up to 10 points)
- Professional qualifications of staff and consultants who will work on the project. (Up to 25 points)
- Current workload or clearly established capacity to complete the scope of work on a qualitative, timely basis. (Up to 10 points)
- Completeness of Proposals submitted by each firm. (Up to 15 points)
- Financial stability of proposed with preference to presentation of audited financial statements. (Up to 10 points)
- Any other criteria considered relevant to the project. (Up to 5 points)

The Selection Committee may choose to conduct interviews with as many top-ranked applicants as it decides. Applicants should be prepared to attend an interview on a day of the Selection Committee's choosing within one week of the submission deadline of this RFQ. All interviewees will be asked the same questions in accordance with state procurement law.

IV. Qualification Submission Requirements

Ten (10) copies of the submission of qualifications should be delivered to the Office of the Town Manager at the Bridgewater Town Hall, 66 Central Square, Bridgewater, MA 02351 no later than **Friday, February 14, 2020 at 12:00PM**. Sealed qualifications should be clearly marked "Qualifications for Fire Station Facility Study and Design Services." No faxed qualifications will be accepted.

Submissions should, at a minimum, include the following:

- The completed "Request for Qualifications – Standard Form" (attached as a Word document hereto).
- The completed "Standard Designer Application Form for Municipalities and Public Agencies not within the DSB Jurisdiction" form (attached as a Word document hereto).
- A listing of current and past public and private projects of a similar nature with name and telephone number of reference person to contact – photos may also be submitted.
- A general company/firm profile or brochure and list of key personnel who will participate on this project with resumes included.
- The identification of any and all consultants who will work with the applicant and resumes attached (please identify the individual who will bear primary responsibility for this project).
- Any other information that the applicant considers relevant for the purpose of evaluating its qualifications for the project.

V. General and Special Provisions

1. The Town of Bridgewater reserves the right to reject any and all proposals, waive informalities, and to award contracts as may be in the best interests of the Town.
2. The applicant selected shall be expected to comply with all applicable federal and state laws in the performance of services.
3. The consideration of all proposals and subsequent selection of the successful applicants shall be made without regard to race, color, sex, age, handicap, religion, political affiliation or national origin.
4. Services provided by the successful applicant shall be rendered through professional services contract; the successful applicant will not be considered an employee of the Town and will not receive any employee benefits. The basis of the contract form, subject to final negotiation, to be used on this project will be AIA Document B101 – 2007, Standard Form of Agreement Between Owner and Architect, or a substantially similar form. The contract shall contain the following provisions:
 - a. Certification that the designer has not given, offered, or agreed to give any person, corporation, or other entity any gift, contribution or offer of employment as an inducement for, or in connection with, the award of the contract for design services;
 - b. Certification that no consultant to, or sub designer for, the designer or construction manager has given, offered, or agreed to give any gift, contribution, or offer of employment to the designer or construction manager, or to any other person, corporation, or entity as an inducement for, or in connection with, the award to the consultant or sub designer of a contract by the designer or construction manager;
 - c. Certification that no person, corporation, or other entity, other than a bona fide full-time employee of the designer or construction manager, has been retained or hired by the designer or construction manager to solicit for or in any way assist the designer or construction manager in obtaining the contract for design services upon an agreement or understanding that such person, corporation, or other entity be paid a fee or other consideration contingent upon the award of the contract to the designer;
 - d. Certification that the designer has internal accounting controls as required by MGL c. 30, §39R(c) and that the designer has filed and will continue to file an audited financial statement as required by MGL c. 30, §39R(d).
 - e. The designer will be required to obtain professional liability insurance covering negligent errors and omissions, and acts of the designer or of any person or business entity for whose performance the designer is legally liable arising out of the performance of the contract. The total amount of such insurance shall be at a minimum of One Million Dollars (\$1,000,000.00).
 - f. All fees shall be stated in the design contract, and in any subsequent amendments thereto, as a total dollar amount. The contract will provide for equitable adjustments in the event of changes in scope of services.

- g. The contract shall include a provision that the designer or its consultants shall not be compensated for any services involved in preparing changes that are required for additional work that should have been anticipated by the designer in the preparation of the bid documents, as reasonably determined by the individual responsible for administering the design contract.
5. The Designer will make all data and materials generated during this contract available to the Town upon request. This includes but is not limited to paper copies of any deliverables, CAD, GIS, and BIM files, and raw data from any studies or surveys conducted.
6. The Designer shall procure and maintain insurance against claims for injuries or losses to persons or property that are alleged to have arisen in connection with activities of the designer, and any agents, representatives, consultants or employees. Insurance companies must be licensed by the Commonwealth of Massachusetts or otherwise acceptable to the Town. The cost of such insurance, including required endorsements or amendments, shall be the sole responsibility of the Designer. Full disclosure of any non-standard exclusions are required for all required coverages.
 - a. Broad form Commercial General Liability coverage naming (Town of Bridgewater) as additional insured, written on a "per occurrence" basis and with an aggregate cap no less than 3 times the required limit: \$1,000,000, Combined Single Limit (C.S.L.)
 - b. Automobile Liability coverage, including coverage for owned, hired or borrowed autos: \$1,000,000 (C.S.L.)
 - c. Umbrella or Excess Liability coverage following form of underlying General and Automobile Liability coverage: \$1,000,000 (C.S.L.)
 - d. Worker's Compensation coverage (per Massachusetts law) and Employer's Liability coverage: Coverage A at statutory limits and Coverage B at limits of \$500,000/\$500,000/\$500,000.
 - e. Certificates of insurance confirming that the Town of Bridgewater is named as an additional insured and acceptable to the Town of Bridgewater shall be addressed to and filed with the Town of Bridgewater prior to the commencement of the work. Renewal certificates shall be addressed to and filed with the Town of Bridgewater at least thirty (30) days prior to the expiration date of the required policies. The failure of the insurance policies to name the Town of Bridgewater as an additional insured will constitute a breach of this contract and will be a defense to any claim against the Town for payments under this contract.
 - f. All certificates of insurance shall contain true transcripts from the policies, authenticated by the proper officer of the insurer, evidencing in particular those insured, the extent of coverage, the location and operations to which the insurance applies, the policy numbers, the expiration date, and the above-mentioned notice clauses.
 - g. The Certificate Holder section of the Certificate of Insurance (Form Acord 25) shall read precisely:

Town of Bridgewater
66 Central Square
Bridgewater, MA 02324

- h. Any variation from this exact Certificate Holder language will constitute a breach of this contract and will be defense to any claim against the Town for payments under this Contract.
- 7. Prospective applicants who have any questions regarding the Request for Qualifications should contact:

Procurement Officer
Town of Bridgewater
66 Central Square
Bridgewater, MA 02324
Procurement@Bridgewaterma.org

Questions will be collected and issued as an addendum no less than three days prior to the submission date.

REQUEST FOR QUALIFICATIONS – STANDARD FORM

Fire Station Facility Study and Design Services
Town of Bridgewater, Massachusetts

CONTACT INFORMATION

Company Name: _____

Contact Name & Title: _____

Address: _____

City, State, Zip: _____

Tel. & Fax No: _____

Email: _____

ADDENDA: I acknowledge receipt of the following Addenda (if any) _____, _____, _____,

_____ <i>Signature</i>	_____ <i>Title</i>	_____ <i>Date</i>
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SUBSTANTIAL COMPLETION: Is the Applicant committed to obtaining Substantial Completion for Phase I Services within 90 calendar days of Notice to Proceed? Yes _____ No _____

CERTIFICATE OF NON-COLLUSION: Pursuant to MGL c. 30b §10, the undersigned hereby certifies, under penalties of perjury, that this bid or proposal has been made and submitted in good faith and without fraud or collusion with any other person. As used in this certification, the word "person" shall mean any natural person, business, partnership, corporation, union, committee, club, or other organization, entity, or group of individuals. The undersigned certifies under the penalties of perjury that this bid or bid has been made and 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 or other organization, entity or group of individuals.

_____ <i>Signature</i>	_____ <i>Title</i>	_____ <i>Date</i>
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CERTIFICATE OF TAX COMPLIANCE: Pursuant to MGL c. 62C §49A, I certify under the penalties of perjury that, to the best of my knowledge and belief, I am in compliance with all laws of the Commonwealth relating to taxes, reporting of employees and contractors, and withholding and remitting child support.

_____ Social Security Number or Federal Identification #	_____ Signature of Individual or Corporate Name	_____ Corporate Officer (if applicable)
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