

REQUEST FOR QUOTE
KILLINGWORTH VOLUNTEER FIRE COMPANY
NEEDS ASSESSMENT FOR STATION 1

1. INVITATION

The Town of Killingworth (Town) is soliciting proposals from qualified firms to provide professional design and construction services for a new or renovated fire station. Firms with relevant experience in designing fire stations or combined public safety builds that house fire services, and the qualifications to perform the services outlines herein, are encouraged to submit a proposal.

The purpose of the RFQ process is to identify the firm and proposal the Town determines are best suited to support the Town in this important project. Following an analysis of the response to this RFQ, firm(s) may be invited for interviews, with one firm being selected for further negotiation. The firm ultimately awarded a contract by the Town will provide services as directed by the Town of Killingworth.

2. NATURE OF SERVICES REQUESTED

The Town is seeking a firm to provide architectural, engineering, construction inspection, structural analysis and contract administration services for a new Fire Station or renovation to an existing fire station. New fire station designs should not be limited to the current fire station location, 331 Route 81, Killingworth CT, 06419.

3. PROJECT SCOPE OF WORK

This RFQ is for a Needs Assessment and Conceptual Phase for new construction and/or renovation options to the existing Fire Station located at 333 Rt 81 Killingworth, Ct. This Feasibility and Conceptual phase should include reviewing future space and operational needs of the facility. These needs should be accounted for in the design of the facility and if applicable presented as future expansion options. This could include options such as future expansion of sleeping quarters for on duty personal, expansion of the apparatus floor, inclusion of shared space with other departments such as Killingworth Ambulance Association and future meeting or office space. This Feasibility Analysis and Conceptual Phase should allow the Killingworth Fire Company and the Town of Killingworth to make a decision on direction of renovation vs. new construction.

The minimum deliverables for this phase of the project include:

1. Working with the Fire Company, develop a needs and goals document for the Facility. Document should anticipate growth potential of the Fire Company for the next 50 years, adjacent functions such as dispatching, shared facilities between departments such as the Killingworth Ambulance Association, OSHA and NFPA requirements, public use of the facility, etc. This document will help determine scope of the total project.

The document should include:

- Diagrams of each room to explain its intended activity, its ability to support that activity and ensure the correct size has been chosen

- Room locations and adjacencies that support the Fire Companies present and future operations.
 - Allowing for an approximate Building size to allow the Fire Company to determine that the project direction is correct and within budget
2. Provide an Initial Budget Estimates for each concept including Site work and any renovation or updating to the existing Structure.
 - Including a Structural Analysis of the existing structure to support any renovation proposals
 - Review of existing mechanical/electrical/plumbing systems
 - Estimates of probable construction Cost
 - Estimate should also include itemized Professional fees, Survey, geotechnical reports, fixtures, furnishings and Firematic Equipment, audiovisual equipment, security, and communications equipment.
 3. Concept Design,
 - Provide a minimum of 2 renovation designs and 2 new concept designs including:
 - Separation of Apparatus, entering responders and the Public.
 - Any onsite Training and/or access to the KVFC Training ground
 - Main Road access and line of site for responding and returning Apparatus
 - Parking, public and responders
 - Refueling locations
 4. Schematic Plans and Elevations
 - Floor Plans
 - Elevations including materials to convey the image of the facility
 - Future growth options
 5. Estimated Project schedule and timeline
 6. Payment Schedule for the Phase of the project

5. SELECTION CRITERIA

Preferred firm should have a focus on Emergency Services Design with a minimum of 20 years' experience in emergency services design and a minimum of 50 public safety projects completed. The firm should have a complete understanding and in-House knowledge of all OSHA and NFPA guidelines and requirements for Fire Station design.

The firm should approach this project with an inclusive process with the goal of the correct design following all health and safety concerns, the design being energy efficient, durable and low-maintenance while meeting the operational efficiencies of the Killingworth Fire Company

6. SUBMISSION REQUIREMENTS

- A. Submittal Documents
 - a. 10 Hard copies of the proposal, including attachments
 - b. One (1) electronic copy
 - c. Cost proposal and proposed schedule of progress and payments
- B. Submittal Content will also include:

- a. Cover Letter, including the person authorized to represent the Consultant in any negotiations and the name of the persons) authorized to sign any contract that may result.
- b. Proof of license to practice architecture in the State of Connecticut
- c. Company description including the number of years in business, size, specialties etc.
- d. Resources available to per from the service
- e. Provide a list of best practices your company utilizes when making recommendations
- f. Describe the forms resources available to perform the work for the duration of the project
- g. Include the name and address of any Sub-Consultants or Contractors that may perform work under this contract and what service they may provide.
- h. Previous experience with recent project delivery within the last 5 years that best characterizes your firms capabilities and work quality on relevant projects
- i. Provide names, title, brief description of the duties and years of experience of the Staff and Sub Contractors and availability of that staff to work on this project.
- j. Resumes of Principles and Staff proposed to work on the project
- k. Provide detailed description of the firms approach to the management, allocation of resources and best practices required by this project
- l. Provide a detailed description of the proposed services offered and the methodology that will be used to accomplish the tasks identified.