

**REQUEST FOR PROPOSAL (RFP)
PROGRAMMING AND PRELIMINARY DESIGN
SERVICES FOR NEW FIRE STATION**

1. INVITATION

The Town of Brunswick (Town) is soliciting proposals, from qualified firms, to provide professional programming and preliminary design services for a proposed new fire station. Firms with relevant experience in designing fire stations or combined public safety buildings that house fire services, and the qualifications to perform these services outlined herein, are encouraged to submit a proposal. Firms may partner with other firms to ensure that the design team provides the appropriate level of expertise in the required disciplines. However, design teams must designate one lead firm. The lead firm shall be responsible for meeting all of the requirements of the proposal.

The purpose of the RFP 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 responses to this RFP, 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 Brunswick.

All questions concerning this RFP shall be directed, in writing, to Ken Brilliant, Fire Chief, Town of Brunswick, 21 Town Hall Place Brunswick, ME 04011, (207) 725-5541, ext. 1, or kbrilliant@brunswickme.org at least five (5) business days before the opening date. Questions received after this time will not be addressed. Responses from the Town that substantially alter this RFP will be issued in the form of a written addendum to all those that have received an RFP. All proposals submitted shall remain open to acceptance for ninety (90) days from their opening.

2. NATURE OF SERVICES REQUESTED

The Town is seeking a firm to assist it in analyzing the Fire Department's programming needs in order to design a fire station that meets those programming needs. Those programming needs will be utilized to determine the appropriate size and configuration of a new fire station. The firm shall also assist the Department in the appropriate siting of the new station, considering response times and other factors.

3. PROJECT/SCOPE OF WORK

- A. Programming:
 - Update the 2003 programming that the department had done to meet current industry standards.
 - As part of that analysis, provide diagrams of each room to be ensure that the size and included equipment is reasonable for the Department.
 - The program will include text describing each space, and a spreadsheet summing up the building size.
- B. Site Evaluation:
 - Assist in evaluating any sites
- C. Building Elevations:
 - Provide building elevations and renderings to allow a more accurate cost estimate, and to provide images to assist in explaining the project to the public.
- D. Schematic Site Plan:
 - Provide a site plan that will reflect the program, and the operational requirements of the Fire Chief and the Fire Station Design Committee (Task Force).
- E. Project Cost Estimate:
 - A detailed analysis of the probable construction costs

A project budget detailing all project costs including: construction costs, soft costs, professional fees, and any other costs typically included in new construction.

4. DELIVERABLES

The completion of the above tasks will lead to the following deliverables:

- Report addressing each of the items described in the scope of work reference above.
- Program analysis and evaluation
- Site evaluation
- Building elevations
- Schematic site plans
- Project Budget
- Power Point and other visuals for a presentation to Task Force
- Fifteen (15) copies of the final report, including one in electronic form

The report and all deliverables should be in of such quality and in such detail that they can serve as concept plans to be used as the basis for a final design.

5. SELECTION CRITERIA

Each proposal will be evaluated based upon the documentation submitted and any interviews. The selection will be based on the following criteria:

- 45% Qualifications and experience
- 25% Project/Proposal approach
- 10% Anticipated Schedule
- 20% Fee Statement

The Town reserves the right to reject any or all proposals; to waive informalities and technicalities, and to accept any proposal which the Town deems to be in the best interest of the Town.

6. INSURANCE REQUIREMENTS

The successful firm shall agree to defend, indemnify and hold the Town harmless from all losses, damages, and costs which arise because of the performance of this agreement, to the extent it is caused by the contractor, its subcontractor or anyone for whose act it may be liable.

The selected firm shall carry insurance with the following limits:

- General Liability Insurance in the amount of \$1,000,000 including protection for bodily injury and property damage with a combined single limit of \$500,000 for bodily injury and \$500,000 for property damage for each occurrence.
- Professional Liability Insurance for negligence, in the amount of 1,000,000 per claim and annual aggregate.
- Automobile Liability Insurance providing limits of \$1,000,000 per occurrence.
- Workers' Compensation Insurance, in accordance with Maine law.

The firm shall provide copies of all certificates of insurance prior to commencement of work. The certificates shall name the Town as additional insured. An insurance carrier authorized to do business

within the State of Maine shall issue these certificates. The certificates shall contain a provision that coverage afforded under the insurance policies will not be canceled or materially changed unless at least thirty (30) calendar days prior written notice by registered letter has been given to the Town.

7. SUBMISSION REQUIREMENTS

A. Submittal Documents:

- a. Ten (10) hard copies of the proposal, including attachments.
- b. One (1) electronic copy
- c. Cost proposal and proposed schedule of progress payments. The Town will withhold ten percent (10%) of each progress payment (retainage). The retainage shall be released upon satisfactory completion of the project.

B. Submittal Content: Each Submittal shall be organized in the following order:

- a. Cover:
 - Shall be titled: “Services for the New Fire Station for the Town of Brunswick”
- b. First page
 - Name of the firm, project team manager, submittal date.
- c. Table of Contents:
 - Include a table of contents with page numbers
- d. Transmittal Letter (contents):
 - Introduction of the firm;
 - Summarize why the Respondent believes itself to be the most qualified;
 - Statement that to the best of the Respondent's abilities, all information contained in the RFP submittal is complete and accurate;
 - Statement granting the Town of Brunswick and its representative's authorization to contact any previous client of the Respondent (or a Respondent's Team Member) for purposes of ascertaining an independent evaluation of the Respondent's or a Respondent's Team member's performance; and
 - At least one copy of the transmittal letter must have the original signature of an officer of the principal responding firm.

C. Proposal

- a. Provide a detailed description of the firm's proposed approach to the project and how it intends to ensure that the Town's needs will be met.
- b. Include a projected timeline to reach progress milestones, and ultimately, successful completion of the project.
- c. Detail the amount of effort, in hours, dedicated to each phase of the project by the project/design team.

D. Summary of Relevant Projects

- a. List projects you believe demonstrate an ability to successfully meet the requirements of this RFP. List no more than six (6) relevant projects. A relevant project is one which best exemplifies your qualifications. It should involve planning clients and detail the services you provided:

- Name of Project
- Plan or Planning Project Objectives
- Client
- Total Project Cost
- Project Description, including Public Process
- Describe the Services Your Firm Provided and Any Project Partners
- Projects Consistency with Budget and Timeline/Deadlines
- Reference List Related to these Projects

E. Consulting Service Rate Structure

- a. Provide a rate sheet for the consultant team members that would be involved in the planning process or a proposed cost structure for the project for consideration. The final project scope of work and costs will be negotiated with the most qualified firm.

F. Design Team Resumes

- a. Provide resumes and qualifications of the primary members of the team that will be assigned to work on, and be responsible for the successful completion of the project.

Submittals shall be delivered to the following addressee on or before November 1, 2017 11:00AM.

Chief Kenneth A. Brilliant
21 Town Hall Place
Brunswick, Maine 04011
kbrillant@brunswickme.org

The Town welcomes questions on or before November 1, 2017 regarding this solicitation. Questions should be emailed to: Fire Chief Ken Brilliant, kbrillant@brunswickme.org