

Request for Proposals
for the

STORMVILLE FIRE CO, INC.
MAIN STATION

Stormville Fire Company, Inc.
112 Old Route 52
PO Box 55
Stormville, NY 12582

SECTION I GENERAL INFORMATION

Introduction

The Stormville Fire Company, Inc. (SFC) invites qualified firms or individuals to submit proposals for the planning concept for the Main Station Firehouse, as set forth in this Request for Proposals document (RFP).

Design teams will be required to provide preliminary site plans, floor plans, elevations, sections, material descriptions, team qualifications, order of magnitude construction estimate, workplan, schedule and other related details as part of their submittals (see Section V – Proposal Submission Requirements). The deadline for submitting proposals is **October 31, 2013**.

The design team will be selected based on the “best value” as determined by the SFC through the RFP process. Best value is defined as "a value determined by objectives relative to design-build team qualifications and experience, price, features, function, sustainability and life-cycle costs."

Background

The Stormville Fire Company, Inc. is one of four fire companies in the East Fishkill Fire District (EFFD) in Dutchess County New York. SFC, founded in 1949, is 100% volunteer membership supporting EFFD firefighting and EMS service to the community. Fire fighting equipment is purchased and maintained by the EFFD, and operated by the volunteers of the SFC.

The SFC response area is the Taconic State Parkway (TSP) from the Putnam County Line to Beekman Road, east to the Beekman Town Line, along the Beekman and Pawling Town Lines and south to the Putnam County Line, covering both the TSP and I-84. The SFC also operates a Sub-Station on Mountain Top Road, Stormville.

The existing main fire station, located at 112 Old Route 52 Stormville consists of two separate structures. The main building is the original fire station constructed in 1949 with several additions and alterations. The second structure built in 1985 referred to as the “Tanker Building” is located behind the main building. The two structures are situated on two parcels totaling 2.67 acres and the SFC also owns 0.69 acres across Old Route 52 which is currently used for parking. (Exhibit A)

The Tanker building houses a Tanker truck and a Rescue Truck. The main building houses one Engine, one Engine/Hose Truck, and one Brush/Utility Truck. One week of every four, the Engine/Hose Truck is replaced with a first response duty Ambulance. Also housed in the main building are offices for the Firematic Officers, an office for the Civil Officers, Training Room, Ready Room, Meeting Hall with Commercial Kitchen, toilet rooms, storage and stations for hose washing and hose dryer.

SECTION II

SCOPE OF WORK

The selected Design Team, in coordination with the SFC will develop four (4) concepts for the fire station, with Rough Order of Magnitude Estimates for each.

Concept I: A new facility meeting all program criteria listed below, on the property owned by the SFC.

Concept II: A new facility on the property owned by the SFC, with a constructed cost estimated not to exceed \$750,000 procured through a design-build contract, all fees included.

Concept III: Renovation/revitalization of the existing facility(s) to extend the life expectancy another 50 years and accommodate future firefighting equipment specifications.

Concept IV: A new facility on a speculative property whereas the facility will meet all program criteria and the design firm will determine the minimum developable size of a parcel that is required.

The project will include a typical rural fire station; typical onsite parking, drainage, lighting and landscaping; and street frontage improvements and demolition of the existing structures. On-site well and water distribution, and sanitary disposal systems are also required.

The existing fire station must remain operational until the new or renovated facility is occupied. Phased construction and demolition may be required.

The fire station will include a seven-bay apparatus area with storage; office areas, ready room, emergency operations center area and restrooms; and a meeting hall with capacity for 200 occupants at tables with an appropriate sized and equipped commercial kitchen and serving area, and restroom facilities. Adequate dormitory space for an Engine Company and EMS Duty Crew with separate toilet and shower facilities shall be included as an "Option". Apparatus to be housed in the seven bay apparatus area shall include: Engine minimum size of 39-17 (Exhibit B), Engine/Hose Truck, Tanker, Rescue (Heavy), Brush/Utility Truck, modular Ambulance and a bay for future 85 FT Stick/Quint. No vehicles will be double stacked. Apparatus bay doors are recommended to be 14 ft by 14 ft. Minimum clear height in apparatus bays is recommended to be 18 ft.

A concrete paved apron in front of the apparatus bays is required, sized to allow parking of fire equipment on the exterior concrete with the bay doors closed. An

asphalt paved driveway access to the public street, for delivery to kitchen is required and an asphalt paved handicapped parking area to service the meeting hall is required.

The fire station is considered an “essential services facility” as defined in the Uniform Building Code and will include on-site generator support for the entire building and site, plus an uninterrupted power supply for critical components of the operation.

The selected proposal will be required to integrate sustainable strategies and features into the concept to minimize the energy consumption of the fire station; conserve resources; minimize adverse effects to the environment; and improve occupant productivity, health, and comfort to reduce the total cost of ownership of the project using a whole building, life-cycle approach.

The project is located in the Town of East Fishkill and is subject to the various Town Board(s) review and approval.

The selected design team will be required to coordinate with the SFC New Building Committee, or designees, on the project and weekly update meetings will be required throughout the project. The SFC may, at its expense, retain the services of a design professional or construction project manager, or both, throughout the course of the project in order to ensure compliance with agreed-upon specifications and other requirements.

An agreement between the SFC and the selected design team will be executed that will outline the full requirements and expectations of the project, including the guaranteed maximum not to exceed price.

SECTION III

PRE-QUALIFICATION PROCEDURE

Please find in Exhibit C a questionnaire. The pre-qualification questionnaire **MUST** be submitted with your proposal. It will be reviewed as the first step of the proposal evaluation process and any firm not deemed “pre-qualified” by the SFC will be eliminated from further consideration.

Design teams are strongly encouraged to NOT submit a proposal if responses to the pre-qualification questionnaire are likely to disqualify them from further consideration.

SECTION IV RFP SCHEDULE

Responses to this RFP must be submitted to the Stormville Fire Company as outlined in Section V **no later than October 31, 2013**. Responses received after this date and time will not be considered.

A MANDATORY pre-submission meeting and tour is scheduled for **October 3, 2013; 7:00 PM** at the Stormville Fire Company Main Station, 112 Old Route 52 Stormville, NY.

The SFC proposes an aggressive schedule for the review and selection process as outlined below.

The schedule may be modified and extended if the need arises.

- Release of RFP September 23, 2013
- MANDATORY Pre-submission Meeting October 3, 2013.
- Proposal Due Date October 31, 2013, 6:00 PM.
- Review and Scoring of Submittals November 8, 2013.
- Possible Interviews w/finalists by November 22, 2013.
- Consideration of finalists and award by Stormville Fire Company on or about December 20, 2013.

The review team will complete its scoring of the proposals and will rank sequentially the highest-scoring respondents. These finalists will be presented to the SFC Civil and Firematic Officers at a duly-noticed Civil and Firematic Officer's meeting. Prior to, or at that meeting, presentation interviews may be held with the finalists.

The Stormville Fire Company New Building Committee will determine which of the finalists will be the selected as the design team for the project. Contract negotiations will commence following the award with the highest-ranked design-build team. If negotiations are not successful in a reasonable amount of time, the Stormville Fire Company Trustees may direct the President to commence negotiations with the second-ranked firm. It is anticipated that a formal agreement will be presented to the SFC Membership for its consideration before the end of December 2013.

SECTION V PROPOSAL FORM AND CONTENT

To speed and simplify evaluation and to assure that each receives the same orderly consideration, all submittals must follow the format described in this section. Respondents are encouraged to submit concise and clear responses to the RFP. The Proposal shall be itemized per Concept (I - IV). The Stormville Fire Company reserves the right to include or exclude any part of the submittals in the final agreement with the selected design team.

Seven (7) bound copies of the submittal and one (1) unbound, reproducible copy must be submitted. Each submittal shall contain no more than twenty (20) single-sided 8½" x 11" pages (not counting dividers, site plan, floor plan, elevations and any relevant appendices). All pages shall be numbered. Drawings provided with the submittal shall not exceed 11"x17".

Submittals shall be placed in a clearly marked envelope and delivered or mailed to:

RFP for Main Station
Attn: New Building Committee Chairperson
Stormville Fire Company, Inc.
PO Box 55
Stormville, NY 12582

Submittals must include the following components in the order listed below:

Part 1: *Cover Letter/Executive Summary* 5 points

Part 2: *Prequalification Questionnaire* 0 points

Part 3: *Experience and Qualifications* 25 points

Part 4: *Commitment to Project Budget* 10 points

Part 5: *Concept Plan and Technical Design* 25 points

Part 6: *Delivery Schedule, Phasing and Timeline* 10 points

Part 7: *Sustainable Strategies and Life-Cycle Costing* 10 points

Part 8: *Reference Review* 15 points

TOTAL POSSIBLE: 100 points

Part 1: *Cover Letter /Executive Summary* (5 points)

In no more than three (3) pages the Cover Letter and Executive Summary should include:

1. The names of the key members of the design team
2. The mailing address, telephone number, and the name of the main point of contact for the design team
3. A summary of the design team's experience and qualifications and the significant advantages of selecting the design team
4. The name and title of the representative(s) that attended the mandatory pre-submission meeting.
5. An acknowledgement of receiving any addendums to the RFP document that may be sent out by the SFC.

Part 2: *Prequalification Questionnaire* 0 points

Include a completed Questionnaire using the format that is found in Exhibit C to this RFP document. Failure to submit a completed Questionnaire will disqualify the design-build team from consideration. This portion of the submittal will not be scored, but any design-build team not deemed "qualified" pursuant to the

responses to the Questionnaire, at the discretion of the review team, will not be considered for award.

Part 3: *Experience and Qualifications* 25 points

Provide detail relating to the experience and qualifications of the members of the design team including a Design Team organization chart showing all key personnel who will be assigned to this project. Submit brief resumes demonstrating the training, experience and other qualifications of the key personnel who will be assigned to this project. Key personnel are defined as, but not limited to the following:

Project Architects (Principal and Project Manager), Site Development Engineer, Sustainability (LEED) Engineer.

Design teams should further document expertise by including the information regarding the following:

1. Architectural experience of the team, particularly on projects in the \$4 million range.
2. Experience in design projects, particularly working together as a single team on similar projects in the past.
3. Experience with designing and constructing fire stations.
4. Understanding of operations, activities and maintenance of fire stations.
5. Experience and completing previous "Essential Services" facilities.
6. Design experience on projects in the Town of East Fishkill, Dutchess County, New York.
7. Experience designing and constructing facilities using LEED and other sustainable strategies.
8. Experience with the use of Life-Cycle Cost and Value Engineering.
9. Any other information that would assist the Review Team in understanding the design team's capacity to efficiently and effectively complete the project.

Part 4: *Commitment to Project Budget* 10 points

The project budget includes all design, engineering, geotechnical, and administration necessary to provide the four concepts for a fully functional and operating facility.

Each responding design team should include an acknowledgement that it can effectively complete this project within the agreed upon price indicated.

Part 5: *Concept Plan and Technical Design* 25 points

Each respondent should demonstrate its capacity to design a high-quality, functional and attractive facility within the budgeted funds (where applicable). A detailed design is not required as part of the submittal; however, a general written explanation and graphic representation(s) from previous designs to demonstrate the Team's understanding and ability of the following elements:

1. SITE PLAN AND DESIGN

- a. **Functional Spaces:** Discuss spatial layout, functional work spaces, meeting hall, finishes, furnishings, lighting and other relevant architectural provisions.
- b. **Site Circulation:** Describe circulation for people, parking and emergency service vehicles.
- c. **Support Areas:** Discuss access and clearance, delivery location, and other support area functions.
- d. **Landscaping Concept:** Generally describe features and plant/vegetation selection.

2. BUILDING DESIGN

- a. **Building Concept:** Discuss the proposed architectural concept; describe massing, special features, materials, overall architectural design and appearance, contextual relationship to the site.
- b. **Building Enclosure:** Describe the proposed systems and finish materials for exterior.
- c. **Interior Public Spaces:** Generally describe entry, general offices, ready room, training area, meeting hall with kitchen facility, and apparatus bay areas.
- d. **Unique Fire Facility Features:** Review the specific-use fire facility features for various areas on site and within the facility.

3. GRAPHIC REPRESENTATIONS

Submit graphic representations that would describe the various aspects of previous site and building conceptual design. Any representations on paper should be no larger than 11" x 17" and included in your submittal. The opportunity for display of larger representations and computer-aided displays may be possible during any presentations or interviews, but is not expected as part of the RFP submittal.

Part 6: *Delivery Schedule, Phasing and Timeline* 10 points

Discuss in this section the steps of the design process the team proposes to use to develop the various concepts.

Clearly outline the delivery schedule, phasing and timeline of each component of the project. Specific dates should not be used in this RFP, rather use durations in calendar days. Completion of the project as soon as possible will be a factor in scoring this section.

Indicate in your proposed phasing the various decision points (if any) that will be required of the SFC. Also, describe your ability to guarantee your proposed timeline. (Examples of phasing and timelines on similar projects may be included to demonstrate the capacity to organize the work flow and complete the project in a timely manner).

Part 7: Sustainable Strategies and Life-Cycle Costing 10 points

The successful design team will be asked to develop energy efficient design options and alternatives for the four concepts of the building, site and systems and maximize energy efficiency throughout the facility by addressing building design, shading, daylighting, site design, insulation, glazing, orientation, and LEED-related components.

In a narrative format, describe the team's capacity and intention to integrate sustainable strategies and features into the design to minimize the energy consumption of the facility; conserve resources; minimize adverse effects to the environment; and improve occupant productivity, health, and comfort to reduce the total cost of ownership of the project using a whole building, life-cycle approach.

Part 8: Reference Review 15 points

The review team will conduct a background reference review of each respondent. Please include the following information for the three projects, if applicable, that the design team (engineers and architect) has worked on together. Further, provide three references for each the engineer and architect members of the design team for projects are similar in nature to this fire station project and/or that demonstrate a capacity to accomplish this project.

For each reference include:

1. Name of the Project
2. Type of Project (design-build or traditional design-bid-build)
3. Location of the Project
4. Name, title and contact information for the owner/client
5. Project Budget
6. Date of Completion of the Project

Include in your submittal a completed Authority to Release information Indemnification and Waiver found in Exhibit D for members of the team.

SECTION VI GENERAL INFORMATION

1. Addenda Interpretations.

If it becomes necessary to revise any part of this RFP, a written addendum will be provided to each firm that requested and/or received a copy of this RFP. The SFC is not bound by any oral representations, clarifications, or changes made in the written specifications by the SFC or its agents, unless such clarification or change is provided to you in written addendum from the Stormville Fire Company, Inc.

2. Designated Contact

For the purposes of this RFP, the designated contact is Michael Gallo, Jr, New Building Committee Chairperson. Any questions concerning the scope of work and the selection process should be directed to the New Building Committee Chairperson, who may be reached by email at mgallojr@gmail.com . ALL questions and responses concerning this RFP will only be accepted in writing, via email.

3. Public Records.

This RFP document and all submittals in response thereto may become public records. You are cautioned to not put any material into the proposal that is strictly proprietary in nature.

4. Proposal Costs

All costs associated with the preparation of RFP submittals shall be borne by the respondent, not the SFC.

6. Form of Contract

An agreement will be signed by the selected design team and the SFC and which may incorporate all of the terms of the RFP and any submittals.

Any subcontracts executed by the design team are subject to review by the SFC, but the SFC has no legal or financial obligation with regard to any subcontracts.

7. Independent Contractor

The selected design team and all other sub-consultants and subcontractors are deemed to be independent contractors for all purposes and no agency, either expressed or implied, exists.

8. Reservation of Rights

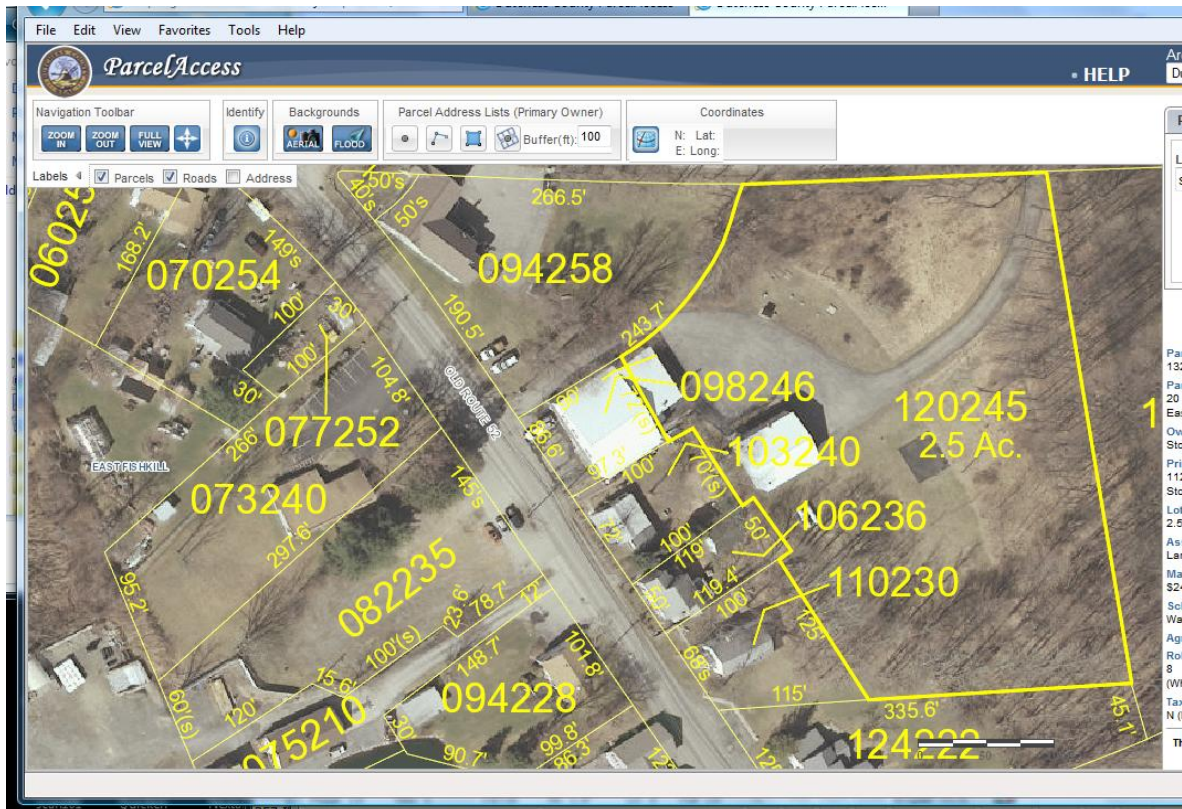
The Stormville Fire Company reserves the right, for any reason, to accept or reject any one or more proposals; to negotiate the terms and specifications for the facility; to modify any part of the RFP; or to issue a new RFP.

9. Further Development

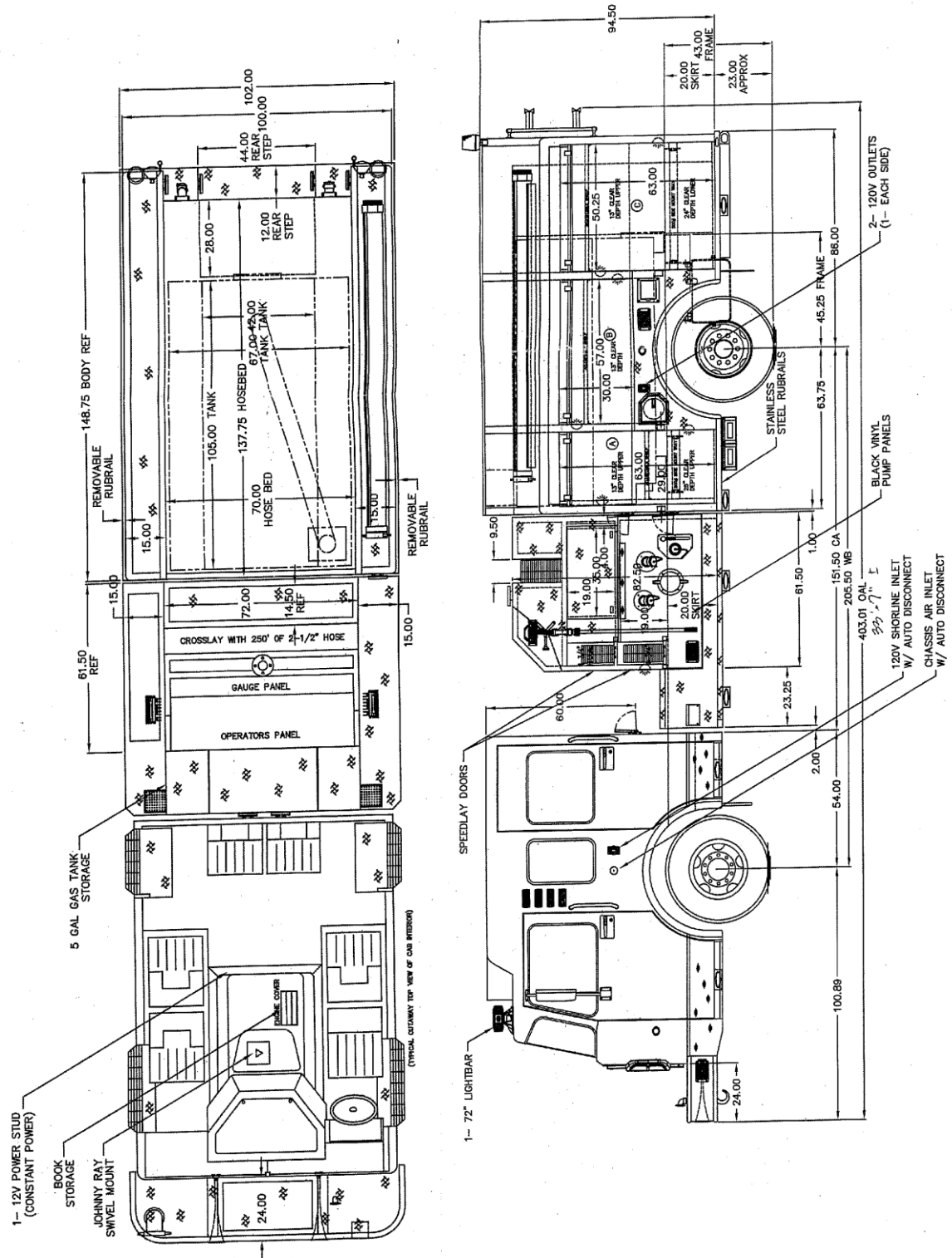
The successful respondent to this RFP is in no way granted an advantage if one of the concepts is selected for further development.

We thank you again for your interest in Stormville Fire Company and this very important community project!

Michael Gallo, Jr., Chairman-New Building Committee
Stormville Fire Company, Inc.
112 Old Route 52
PO Box 55
Stormville, NY 12582



Include scans of specification dimensions



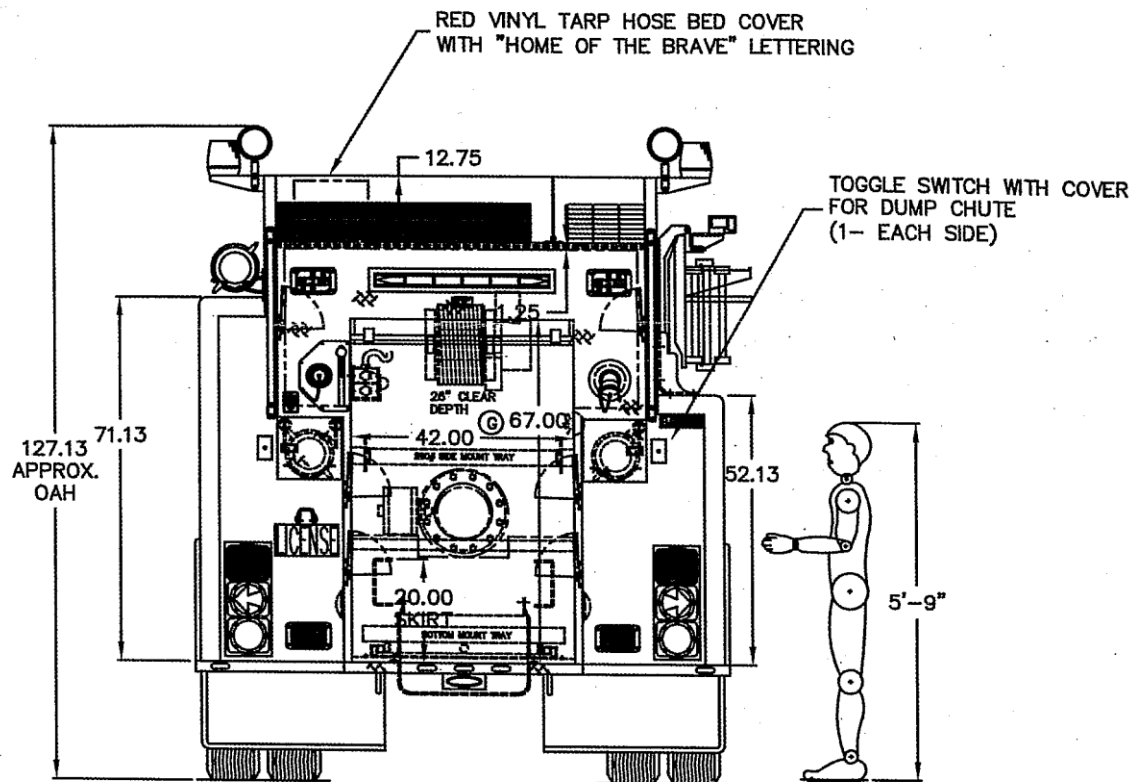


EXHIBIT C

PREQUALIFICATION QUESTIONNAIRE

1. Name(s) of Design Entity:

2. Which of the following best describes this entity?

☐ Partnership ☐ Limited partnership ☐ Other Association

3. Please list the names of all of the partners, general partners, or association members known at the time of bid submission who will participate in the design contract:

Name Title Company

4. List at least three design projects that the partners or association members have participated in that demonstrate the design entity has the experience, competency, capability, and capacity to complete projects of similar size, scope, or complexity.

1)

2)

3)

5. Does the design entity have the capacity to complete the project?

☐ Yes ☐ No

6. Provide the licenses and license number of each key member of the design team.

Name License(s) License Number(s)

Are all of these licenses valid and current?

☐ Yes ☐ No

Explain, if no:

7. Has any member of the design entity been subject to bankruptcy or receivership?

☐ Yes ☐ No

Explain, if yes:

8. Please attach an explanation concerning any and all settled adverse claims, disputes, or lawsuits between the owner of a public works project and any member of the design entity during the preceding five (5) years preceding, in which the claim, settlement, or judgment exceeds fifty thousand dollars (\$50,000).

9. Please attach a statement specifying that all partners or association members agree to be fully liable for the performance under the design contract.

~~~ OATH VERIFYING INFORMATION PROVIDED HEREIN ~~~

I declare under penalty of perjury and the laws of the State of New York that the foregoing is true and correct.

Executed this _____ day of _____, at
_____, New York.

Signature:_____

EXHIBIT D
AUTHORITY TO RELEASE INFORMATION
INDEMNIFICATION AND WAIVER

I, _____(name, title and company) hereby direct and authorize you, your organization, and/or persons in your employ to release any and all information which you may have concerning me and/or my company, This information may be of confidential nature, including, but not limited to, information that is privileged in nature, or derogatory in nature, any data or materials which have been sealed or agreed to be withheld pursuant to any prior agreement or court proceeding.

I understand that I will not receive and am not entitled to know the contents of confidential verbal or written reports received, including any and all information obtained during the background review and I further understand that these reports are privileged.

I hereby release, discharge, and exonerate you, your agents, employees and representatives and any person furnishing Information from any and all liability or damages for furnishing and inspection of such documents, records and other intonation,

and this release shall be binding on my legal representatives, heirs, and assigns. This release will expire in one year after the day signed.

Signed: _____ Date: _____

Print Name: _____