



OFFICE OF THE SELECTMEN

115 Main Street, PO Box 96, Voluntown, CT 06384

REQUEST FOR PROPOSALS: VOLUNTOWN FIRE DEPARTMENT IMPROVEMENT DESIGN

The Town of Voluntown is issuing this Request for Proposals for the development of engineering and architectural designs for proposed facility improvements at the Voluntown Fire Department complex, 205 Preston City Road, Voluntown CT.

Bid Proposal Data:

RFP#: VOL2022/2023-6

Title: **Voluntown Fire Department Improvement Design**

Issue Date: October 3, 2022

Bid Proposals Timeframe:

RFP Issued: October 3, 2022

Mandatory Site Visit: Wednesday, October 19, 2022 10:00 a.m. – Convene at Voluntown Fire Department, 205 Preston City Road, Voluntown CT 06384

Questions Sent to: John Guskowski, Planning & Development Director
via email only: planner@voluntown.gov

Questions Due: October 21, 2022

Answers Posted: October 25, 2022

RFP Responses Due: Thursday, November 3, 2022 1:00 p.m.

Responses Sent to: First Selectman's Office
115 Main Street, PO Box 96
Voluntown, CT 06384

I. Introduction

The Town of Voluntown, acting by and through its Board of Selectmen and Fire Company, is actively seeking proposals from qualified firms to develop architectural and engineering design plans for multiple improvements at the Voluntown Fire Department complex. These improvements are needed to address deficiencies in existing facilities as well as allow the Fire Department to upgrade facilities for current and future needs. The design planning process will involve a review of existing facilities, confirmation of necessary physical and programmatic improvement needs, and the development of architectural and engineering design plans and specifications sufficient to allow the Town to pursue construction funding for implementation.

The mission of the Town of Voluntown Volunteer Fire Company No. 1 is the “protection of people and property in an intricate society.” The responsibilities of the Fire Company have expanded beyond extinguishment of fires and now include providing Emergency Medical Services for On-Scene patient stabilization, transportation of the sick and injured, control of hazardous materials, the preservation of life in disasters and major emergencies, pre-fire planning, master planning, mutual aid agreements and rescue work.

Because of the complexity of the existing building and the variety of inter-related improvements that are required, the Town will be requiring interested parties to attend a mandatory site visit in order to provide a tour of the complex and ensure that all components of the existing facility and the Fire Department’s goals for improvements are understood.

The mandatory site visit will take place on Wednesday, October 19, 2022 10:00 a.m. –
Convening at Voluntown Fire Department, 205 Preston City Road, Voluntown CT 06384

II. The Resource

The Town of Voluntown is a small community of approximately 2,500 residents in rural southeastern Connecticut. The vast majority of the land in Town is publicly-owned, with most of it Pachaug State Forest. The Town is served by a single fire department, the Voluntown Fire Company, with its headquarters at 205 Preston City Road (State Route 165). The Fire Company is an independent nonprofit corporation, but the land the Fire Department sits on is owned by the Town of Voluntown (and partially the State of Connecticut). The Town provides significant and ongoing financial support to the Fire Company.

The current Fire Department complex consists of the primary Fire Department property, a lot of approximately 3.7 acres at 205 Preston City Road (Map 27, Lot 41) as well as a portion of adjacent land to the rear (east) that is owned by the State of Connecticut as part of Pachaug State Forest. The property is served by a private well and on-site wastewater disposal system. The image below is taken from the Town’s GIS website (<https://www.axisgis.com/voluntownct/>) and is considered to be reasonably accurate. The Town does not have a current survey of the property, which will be requested as a part of this

project, in order to determine the extent to which permission and coordination with the State of Connecticut will be needed for the construction of improvements.

Town of Voluntown Fire Department Complex



III. Preliminary Program for Improvements

The purpose of this request for proposals is to develop a survey of the property, a defined program for the improvements of the Fire Department complex, and a set of engineering and architectural designs and specifications and estimated costs sufficient to allow the Town to pursue construction funding for implementation. Specific elements of improvement program include:

Phase 1

- Raising of existing attic roof to accommodate a bunkroom and men's/women's bathroom facilities with showers;
- Upgrading of domestic plumbing to new upper-level bathroom and shower facilities;
- Upgrading domestic plumbing lines to kitchen area;
- Adding washing machine/dryer facilities;
- Upgrading of drainage system in existing garage to accommodate indoor truck-washing, including piping to outdoor detention/infiltration area for wash water;
- Resurfacing of flooring in garage following drainage improvements;
- Expansion of existing septic system under parking lot (north of building) to accommodate expanded use from showers/bunkroom; and
- Repaving existing drive/parking area

Phase 2

- Demolition of existing storage building to rear (east) of Fire Station;
- Construction of metal-frame 4-bay garage for vehicle storage, to accommodate anticipated purchase of UTV for forest-based emergency support, and for training space; and
- Expansion of existing driveway to access new building

IV. Scope of Services

The selected firm will be responsible for the following tasks:

- a. Undertake an existing conditions report reviewing the current facilities and uses of the Fire Department complex, including existing ADA deficiencies;
- b. Undertake an A-2 existing conditions survey map of the property;
- c. Develop an understanding, based on discussion with Fire Department and Town, of the proposed program of improvements for the complex;
- d. Develop architectural drawings for building improvements;
- e. Develop civil and necessary MEP engineering drawings for building and site improvements;
- f. Develop preliminary cost estimates for construction of improvements, including phasing; and
- g. Provide guidance on potential sources of funding for implementation.

Anticipated Deliverables:

- a. Fire Department Complex Property Survey and Existing Conditions Plan, Class A-2
- b. Narrative description of proposed program of improvements with phasing
- c. Architectural drawings (including plumbing/mechanical system) of proposed improvements to building
- d. Civil engineering drawings of proposed improvements to site
- e. Preliminary cost estimates for construction of improvements

V. Selection Criteria

Without limiting the ability of the Board of Selectmen to consider and evaluate all responses, the current criteria for selection of the successful proposer includes the following:

- a. The specialized experience of the individuals or firm and assigned personnel on similar projects, with specific attention drawn to architecture and civil engineering;
- b. The firm's understanding of and technical approach to the project;
- c. The firm's ability to effectively coordinate stakeholder participation;
- d. The ability of the firm and any subconsultants and support staff to work effectively with the project team from the Town and Department;

- e. The firm's schedule, including milestones showing deliverables, as well as the firm's demonstrated ability to perform the work in a timely manner;
- f. Clarity, organization, and effective presentation of the proposal;
- g. Review of listed references;
- h. Proposed fee schedule or fee schedule methodology.

The Town plans to invite a very short list of 2-3 responding firms for an interview based on a review of the written proposals. The responding firms should plan to make staff available to participate in an interview either in person or virtually.

VI. Submittal Requirements

Proposals submitted must include the following information:

1. A transmittal letter signed by the appropriate officer of the firm offering the proposal and certifying that the proposal and any cost projection included will remain in effect for 90 days after the due date.
2. A concise and complete description of the work to be performed, including:
 - a. An explanation of the firm's understanding of the project, its approach to the work, the key issues to resolve, and the level of detail that can be accomplished for the improvement designs for the proposed budget.
 - b. A detailed work program and time schedule for the project, including any milestones for review of the project status with the project advisory committee.
 - c. A list of personnel who will be assigned to the project, including resumes for professionals expected to provide at least 20% of the person-hours on the project. Support staff contracted by the responding firm for this project should also be included for review and consideration.
 - d. A description of similar projects the firm has been involved with, including client references.
3. A fee schedule for the services, and/or a method for fee schedule development. Please note that evaluation and subsequent award of a resultant contract is not based solely or even primarily on fee. Rather, evaluation will be based primarily on the qualifications of the responding firm, with fee considerations as a secondary factor. If the selected firm, as a result of interviews and clarifications, needs to adjust proposed fee schedule, the Town will undertake that negotiation following selection.

There will be a MANDATORY pre-bid site visit held on Wednesday, October 19, 2022 at 10:00 a.m., with interested parties convening at the Voluntown Fire Department.

Proposals shall be submitted no later than Thursday, November 3, 2022 at 1:00 p.m. and submitted to the First Selectman's Office, Voluntown Town Hall, 115 Main Street, PO Box 96 Voluntown, CT 06384. One hard copy original and three (3) copies of the proposal shall be included in the submission.

VII. General Terms and Conditions

This Request for Proposals is believed to be accurate as of the date of release.

The Town of Voluntown reserves the right to reject any or all proposals, to negotiate with one or more respondents, and to modify or reissue the Request for Proposals as needed to serve the best interest of the Town.