

REQUEST FOR QUALIFICATIONS (RFQ) 24-01

DIGHTON FIRE DEPARTMENT DESIGN SERVICES FEASIBILITY STUDY



TOWN OF DIGHTON, MASSACHUSETTS

Michael P. Mullen, Jr.

Town Administrator / Chief Procurement Officer

August 3, 2023

NOTICE OF ADVERTISEMENT

The Town of Dighton is seeking the services of a qualified Designer within the meaning of and in accordance with M.G.L. Chapter 7C, Sections 44-57, to provide a Facility Evaluation, Spatial Needs Assessment, Site Selection Study, and Professional cost estimation related to the Dighton Fire Department, Fire Station One and Fire Station Two with option for consideration of a design option for a new fire station facility at an alternate location.

Copies of the RFQ are available at the Board of Selectmen/Town Administrator's Office during regular business hours or via email at mmullen@dighton-ma.gov. The RFQ and accompanying documents can also be accessed on the 'Procurement Opportunities' page of the Town of Dighton website at <https://www.dighton-ma.gov/204/Procurement-Opportunities>.

The applicant that receives the award presented by this RFQ may also be considered for the final design services contract.

This RFQ is intended to provide a common and uniform set of instructions to guide applicants through the development of proposals.

The Town of Dighton, through its awarding authority, reserves the right to cancel this RFQ if it is in the Town's best interest to do so and reject any and all proposals.

General Requirements for Submissions of Proposals

The applicant shall submit an original and five copies of the proposal in a sealed envelope marked as "RFQ for Design Services-Feasibility Study-Dighton Fire Department, Fire Station" and addressed to Town Administrator, Town of Dighton, 979 Somerset Avenue, no later than **4:00 p.m. Thursday, September 7, 2023**.

A Standard Designer Application Form for Municipalities and Public Agencies not with DSB Jurisdiction 2005 is included within this packet. This form must be completed in its entirety and submitted with the Technical Proposal for review.

The fee has not been set, but will be subject to negotiations based on the Commonwealth of Massachusetts Designer Fee Guidelines.

This procurement is being done under MGL Chapter 7 Section 38 A1/2 to 38 O, – Public Building Projects Design Services.

Proposals must include the signature of the authorized representative of the applicant.

A pre-proposal site meeting will be held at 11:00 a.m. on Thursday, August 24, 2023 commencing at Dighton Fire Department Station #1 located at 300 Main Street, Dighton, MA 02715. Questions regarding this Request for Qualifications shall be in writing and directed to Town of Dighton Fire Chief, Christopher Maguy at cmaguy@dighton-ma.gov no later than 4:00 p.m. on Friday, August 25, 2023. Responses to submitted questions will be answered via an addendum to the RFQ.

Background

The Town of Dighton is seeking design services to conduct a Fire Station Feasibility Study and Site Selection Study, which will include the development and evaluation of potential alternative solutions and continue through the Schematic Design Phase of the preferred alternative initially. A potential Project may include renovations/addition to the existing Fire Station in Dighton, Massachusetts or Fire Station Two in North Dighton, Massachusetts or with a design option for a new fire station facility at an alternate location.

The existing Fire Station One is located at 300 Main Street in the southeast corner of town and was built in the 1960's. The station houses Engine 2, Engine 3, Ambulance 1, Ambulance 2 and Forestry 1. Forestry One is being stored in an unheated garage behind the fire station that must be moved to Station Two in the winter to prevent the water tank and pump from freezing. The building has two apparatus bays, two small bathrooms (one with a small shower), Administrative Assistant's office, that doubles as a bunk room at night, a small kitchen, a day room with cubicles for our Fire Prevention Office and Emergency Medical Director, a Chief's Office located in the rear of the building not near the Administrative Assistant's office, and a medical supply closet that doubles as a bunk room. Station 1's third sleeping area is a murphy bed in the day room. The current structure has become inadequate to meet the needs of a modern fire department. Administration facilities such as office space and meeting space is inadequate or non-existent. The space is cramped and cannot accommodate staff and apparatus when all of the equipment is in the building. Care must be taken to avoid the HVAC system when backing apparatus into the bays. Once inside, the bumpers on the apparatus nearly hit the overhead doors when closed, preventing anyone from passing in between. Cracks in the floors consistently lead to mold which is a problem being dealt with on a regular basis. There are no locker room facilities and showering conditions are significantly deficient. Sleeping accommodations are shared with storage closets, clerical office space and one bed is also located in the shared common area. The building has also become prone to having recurring mold and air quality issues.

The existing Fire Station 2 is located at 132 Chase Street in the northeast corner of town and was built in the early 1900's. In the late 2000's a sixty foot by forty-foot apparatus bay was added to the station connecting the two by a small breezeway. The station houses Engine 1, Ladder 1, Rescue 1, Forestry 2, Forestry 3, Squad 1, a flat bottom aluminum boat and a light tower. The original side of the station was a horse drawn station and the height and width of the apparatus bay door is inadequate for today's modern fire apparatus. On the second floor of the original side of the station is a large training room, a small office for station officers, a small storage closet, two bathrooms (no showers), an office for the Junior Firefighter Program, a kitchen and a small day room. The only access to the second floor is via one stairwell in the front of the station, rendering it unsuitable as an accessible public meeting space.

Both of the town's fire stations are aging structures that lack the adequate space and appropriate facilities to support the Dighton Fire Department's mission. The existing facilities have insufficient administrative space, inadequate meeting and training areas and lack suitable accommodations for our female members. Handicap accessibility, storage space and apparatus bay that will no longer accommodate newer, larger apparatus add to the difficulties presented by our buildings. Both stations were never built with the intention to be a 24 hour a day, 7 day a week operation; there intended design was that of a call/volunteer department. Both stations lack full coverage fire alarm systems for smoke and carbon monoxide detection and sprinkler systems to protect life and property.

Scope of Work

The Town of Dighton is seeking proposals from qualified Massachusetts registered architectural consulting individuals or firms to conduct a feasibility study and prepare a preliminary design for the rehabilitation/expansion/construction of a fire station. The Feasibility Study shall include a study of all alternatives and contain all information required, but not limited to, a final design program, space summary, budget statement for fire department, and proposed total project budget for a modern day fire department facility. The designer will be working with Town departments and a Fire Station Building Committee for the duration of the project.

Project Objectives under consideration by the Town include:

1. Determine fire facility program space and functional needs for both current requirements and a projected growth period.
2. Identification of the limitations of the current fire facilities.
3. Identification of what can and can't be accomplished at the current fire facilities to address current limitations.
4. Identification of the most beneficial and cost-effective long-term solution, taking into consideration departmental response times.
5. Prepare site and conceptual building plans based on the program including floor plans, elevations and sections. Multiple conceptual plans may be possible.
6. If the project concerns an existing building, prepare a detailed evaluation including; but not limited to:
 - a. Condition and useful life of the existing structural, building envelope, mechanical and electrical systems based on physical examination.
 - b. Impact of building codes, including ADA, on existing building if an addition or renovation is required.
 - c. Impact of NFPA Standards and industry "best practices" on existing building if an addition or renovation is required.
 - d. Determine the potential impact on existing septic/sewer capacity and water supply
 - e. Availability of public utilities if additional capacity is required
7. Review the current environmental requirements and prepare a summary of those State and Federal permits, which may be necessary.
8. Determine infrastructure impacts including, but not limited to:
 - a. Septic/sewerage disposal
 - b. Town water
 - c. Public utilities (i.e. electricity, gas telephone, etc.)
 - d. Parking and traffic
9. Provide a list of recently completed projects (past five years), and their corresponding project costs, in the Massachusetts area, that are similar in function and size to the proposed project.
10. Develop a detailed 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 relocation or facilities
 - c. Furniture, fixtures and equipment
 - d. If required, environmental remediation
 - e. Related and required infrastructure even if not on the project site
 - f. Building operating, replacement and maintenance costs for a project appropriate period of time.
 - g. Corresponding detailed project schedule including design, bidding, procurement, construction (phasing), commissioning, occupancy and project close-out
11. Provide a complete program budget for each conceptual plan including, but not limited to, costs for design and construction documents, bid advertisements and plan distribution, all capital costs identified in the detailed construction cost estimate, contract administration (off and on site), and a project contingency.
12. If multiple conceptual plans are developed, provide an evaluation for each option and recommendation for that option which is the most cost effective and meets the program requirements.
13. Provide presentation materials and displays for public review and comment for each conceptual plan. May be asked to assist with public meeting presentations.
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.

The desired lists of deliverables above are split into the following tasks:

Task #1A Space Needs

Assessment

The spatial needs assessment is an essential part of the comprehensive planning approach to achieve either a refurbished or new facility, depending on the study's findings. The Contractor shall provide a detailed needs analysis that will define the functional needs of the Fire Department, Ambulance service and Emergency Management Department. The space needs assessment should provide an independent analysis of the current and future space needs of the agency.

Deliverables: A written report summarizing the space needs of the Fire Department/EMS Services.

Task #2 Program Development

Prepare a comprehensive and complete program addressing each of Fire Department/EMS Services performed including, but not limited to: public access, communications, administrative offices, sleeping quarters, training facilities, and equipment lockers/storage areas.

Deliverables: Program list with function, square footage, and diagram.

Task #3 Site Evaluation – Current Locations

Provide a preliminary assessment and evaluation of existing site conditions. Determine if current facility is, or can be suitable for the space needs identified. If so, provide a detailed space-by-space definition of the elements included in the rehabilitation/expansion. The designer shall consult with staff and make maximum use of the available engineering and other data for the site prior to proceeding with the assessment. Perform site analysis to include hazardous materials investigation and archaeological, if deemed appropriate, wetlands verification survey, sub-surface soil conditions, storm water drainage issues, location of utilities (sewer, septic, water, other), evaluate vehicular access.

Deliverables: Report confirming the adequacy of existing site.

Task #4: Site Evaluation – New Build

Should the present buildings and sites be considered unsuitable, other alternative sites shall be considered. The designer should gather all pertinent site characteristics, data and information from the alternate sites. Provide evaluation criteria for the objective consideration of each site using many factors, provide a weighted criteria value for each of the factors, based upon their respective overall value or degree of importance and conduct a detailed evaluation of the site (s).

Deliverables: Report confirming the adequacy of each site considered and a Site analysis matrix based on the development potential of each site.

Task #5 Preliminary/Final Schematic Design Plan

Develop design drawings focusing on site plan, building plans fitted to the selected site, furnishing plans, exterior evaluations, and preliminary building systems. Process should be interactive facilitating maximum involvement with applicable Town departments and committees. A minimum of three schematic design sessions reflecting the incorporation of changes recommended by Town departments and committees should be anticipated. The Schematic Design shall include, but not be limited to, the information required, a site development plan, environmental assessment, geotechnical assessment, geotechnical analysis, code analysis, utility analysis, schematic building floor plans, schematic exterior building elevations, narrative building systems descriptions, LEED scorecard, and outline specifications.

Deliverables: Prepare final schematic design plan for a Fire Station. Also develop communication tools including plans, models, color renderings, and sketches to use at public forums and presentation at Board of Selectmen's meeting and town meeting. The applicant's proposal should describe in detail the quality of the plans and any other promotional materials that will be provided within the maximum overall project budget.

Task #6: Total Project Cost Estimate and Schedule

Provide a Total Project Cost Estimate that includes all soft costs related to design and construction of the building (i.e. construction cost estimate, furniture/equipment, project management, fees, contingencies, etc.), leading to a proposed total project budget. Provide a complete project schedule including realistic deadlines for future design, development, and construction phases.

Deliverables: A report summarizing the cost of all project elements and estimated time frames for implementing all phases of design and construction.

Task #7 Implementation Plan for Development of Fire Station

Complete the above tasks and provide fifteen (15) copies of a bound written report based on the described scope of services. The report and preliminary plans shall also be provided in an electronic format acceptable for widespread reproduction and distribution. The Town of Dighton shall own all rights to any reports, plans, and/or promotional materials produced under this Scope of Services. The designer should also anticipate attending, in addition to Town Meeting, a minimum of five (5) meetings with the Town and/or the public.

Project Schedule and Meeting

The completion date for the initial Program Study and Site Selection shall be no more than 90 days from acceptance of proposal. The Town will need as much time as possible to explain the project to the Board of Selectmen, Finance Committee, and the general public. Subsequent phases of a building project will be determined.

Evaluation Criteria

The applicant intending to perform the work must be a registered professional engineer licensed to practice in Massachusetts subject to the following conditions:

- If an individual, the individual is a registered engineer;
- If a partnership, a majority of all of the partners are persons who are registered engineers;
- If a corporation, joint stock company, or other entity, the majority of directors or stock ownership, and chief executive officers are persons who are registered engineers, and the person to head the project is registered in the discipline required for the project.

The applicant must provide a company background and history, list of all communities where the Proposer has completed projects undertaken in Massachusetts within the past five (5) years similar in scope and size of this project. All reference projects must be identified with a contact person, telephone number, and a project budget.

The applicant must submit evidence of its capabilities, financial condition, staffing levels, firm background, etc.

Minimum Qualifying Criteria

The applicant will have a minimum of five (5) years’ experience providing design services for building repairs and construction with a minimum of five projects of similar size and scope for a municipality. The applicant must be licensed in the appropriate discipline(s) to do business in the Commonwealth of Massachusetts and all personnel assigned to this project must have the appropriate licenses, certifications, and/or designations required to perform their task. The applicant must have a working knowledge of M.G.L. Chapter 149, Section 44 A-M and all other associated laws relative to government building design and construction.

Comparative Evaluation Criteria

The following criteria will be used to evaluate proposals. Each criterion will be given a rating as following:

No.	Criteria		Weight
1	COMPANY HISTORY AND FINANCIAL CAPACITY		20
	• Company History/Background	10	
	• Years Established	5	

	<ul style="list-style-type: none"> Financial Stability (attached copy of audited financial statements) 	5	
2	PRIOR EXPERIENCE		70
	<ul style="list-style-type: none"> Firm: Prior Similar Experience (Number of Projects) 	20	
	<ul style="list-style-type: none"> Experience of staff in related projects and firm capacity to provide services within timeline 	20	
	<ul style="list-style-type: none"> Identity and qualifications of consultants who will work with the applicant on the project 	10	
	<ul style="list-style-type: none"> Past Performance on Public and Private Projects 	20	
3	References		10
	<ul style="list-style-type: none"> List of major clients and previous contracts 	10	

Questions, Addendum or Proposal Modification

A pre-proposal site meeting will be held at 11:00 a.m. on Thursday, August 24, 2023 commencing at Dire Fire Department Station #1 located at 300 Main Street, Dighton, MA 02715. Questions concerning this RFQ must be submitted in writing to: Christopher Maguy, Fire Chief, Dighton Fire Department, 300 Main Street, Dighton, MA 02715 or cmaguy@dighton-ma.gov. All inquiries received by 4:00 p.m. on Friday, August 25, 2023 will be considered. Questions may be delivered, mailed or emailed (mail is preferred). Written responses will be emailed (or mailed in the case that the documents are not available electronically, or the questioner does not have email) to all proposers on record as having picked up the RFQ.

An addendum will be issued if any changes are made to this RFQ. Addenda will be mailed or emailed to all proposers on record as having picked up or requested and RFQ electronically.

All proposals submitted in response to this RFQ shall remain firm for ninety (90) days following the deadline for submission of proposals. A contract will be awarded within ninety (90) days after the deadline, if a proposal is selected. The time for award may be extended for up to forty-five (45) additional days by mutual agreement between the Town and the selected applicant.

An applicant may correct, modify, or withdraw a proposal by written notice received by the Town prior to the time and date set for the opening. Proposal modifications must be submitted in a sealed envelope clearly labeled "Modification No. ____". Each modification must be numbered in sequence, and must reference the original RFQ. An applicant may not change any provision of the proposal in a manner prejudicial to the interests of the Town or fair competition after the deadline for submission of proposals. Minor informalities may be waived or the applicant may be allowed to correct them.

Project Timetable

The following is a projected timetable. It can be adjusted as needed should each step be completed in a timely manner that warrants moving forward to the next step.

August 3, 2023	Advertise Request for Qualifications
August 24, 2023	Pre-Proposal Meeting
August 25, 2023	Applicant Written Question Deadline
September 7, 2023	Applicant Responses Due
By September 27, 2023	Review/Evaluate RFQ Responses and Announce Award
By October 2, 2023	Notice to Proceed Issued
TBD	Conduct Feasibility Study/Preliminary Design
90 Days from Notice to Proceed	Deliverables due for Tasks 1A, 1B, 2, 3, and 4 (inclusive of any Options picked up)

**90 Days from Completion
Of Tasks 1-3
60 Days from Site Selection
TBD**

**Committee Review for Site Selection and Presentation to Board of
Selectmen
Deliverables due for Tasks 5, 6, and 7 (inclusive of any Options picked up)
Public Meetings**

General and Special Provisions

1. The Town of Dighton 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 benefits of any employee. The basis of the contract form subject to final negotiation to be used on this project will be AIA Document B141 – 1997. 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 designer 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 M.G.L.c.30, §39R(c) and that the designer has filed and will continue to file an audited financial statement as required by M.G.L.c.30, §39R(d).
 - e. Applicant(s) must execute the Certificates of Non-Collusion and Tax Compliance with their proposal.
 - f. The proposal submitted by applicant shall include a certificate stating “The undersigned certifies that the applicant is familiar with the area, the project background, and its conditions, and has thoroughly reviewed the “Request for Qualifications”
 - g. 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.

- h. 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.
 - i. The proposal submitted by the applicant shall include a certificate stating "The undersigned certifies that the applicant is familiar with the area, the project background, and its conditions, and has thoroughly reviewed the "Request for Qualifications"
 - j. 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 be responsible for site engineering and design. The Town will make data and other materials generated during the site evaluation and selection phase to the designer.
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 coverage.
- a. Broad form Commercial General Liability coverage naming (Town of Dighton) 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 Dighton is named as additional insured and acceptable to the Town of Dighton shall be addressed to and filed with the Town of Dighton prior to commencement of the work. Renewal certificates shall be addressed to and filed with the Town of Dighton 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 Dighton 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 Accord 25) shall read precisely:
 - Town of Dighton
979 Somerset Avenue
Dighton, MA 02715
 - 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.
 - i. The Awarding Authority shall evaluate designer's performance on contracts using the Designer Selection Board evaluation form(s) in accordance with M.G.L. c. 7C section 48 (g), and file completed evaluations with the Board and any other agency named in G.L. c. 7C section 48 (g).
7. The applicant that receives the award presented by this RFQ may also be considered for the final design services contract.
8. Prospective applicants who have any questions regarding the Request for Proposal should contact:

Christopher Maguy, Fire Chief
Dighton Fire Department
300 Main Street
Dighton, MA 02715
508-669-6611
cmaguy@dighton-ma.gov

Click Below for the Link to
[Standard Designer Application Form for Municipalities and Public Agencies Not Within DSB Jurisdiction](#)