

**Request for Proposal
Feasibility Study - Fire Station 1
Scope of Work**

Overview:

The Town of Westwood ("Owner") is seeks proposals for feasibility study services of the Fire Station 1 (FS1) facility in Westwood, MA. The services include investigation and analysis of the status and execution of Fire and Emergency Management Services (EMS) with specific respect to its facilities.

The Town Administrator will act as the Awarding Authority for the project. The Select Board is the jurisdictional body overseeing the site and the facility. The Fire Departments will provide operational and programming information and review with oversight provided by the Town Manager's office.

Project Background:

Westwood, Massachusetts is a suburban community of approximately 16,000 residents located about 25 miles southwest of Boston. Westwood is easily accessible from Boston as it is located near routes 95, 93 and route 1. Westwood has an open town meeting form of government and is made up of a Select Board with three (3) Members and a Town Administrator. Westwood is a Massachusetts Green Community and therefore, sustainability will be an integral part of this building project.

Goals:

The Goal of this Fire Station Feasibility Study is to develop options and recommendations, to include schedule, for the repair, renovation or relocation of the FS1 building. The Fire Department MUST remain fully operational 24/7 throughout any recommendation for a design, renovation or construction process. The Town is looking for a cost effective design that will provide a long term solution to the FS1 building needs.

Scope of Work & Qualifications:

The Scope for the project builds upon the information and concepts identified in the buildings and address issues, opportunities and concerns that have developed. The project shall consider all previous studies and reference documents. The reference documents provided include:

- Fire and Ambulance Services Study, June 2013
- Westwood Fire Department – Apparatus Slab Evaluation, January 6, 2016
- Westwood Fire Department High Street Fire Station Evaluation, November 2019

The services for the total project include:

Phase I: Program confirmation & refinement, Study renovation/ new construction alternatives, refinement of a preferred option into Schematic Design, schedule update and cost estimate.

Phases II and III are possible follow-on projects. The determination of executing a Phase II or III of this Scope is dependent on the outcomes of the study accomplished in Phase I.

Phase II: Design Development, Construction Documents, Cost estimates, Schedule update, Permitting and Bidding

Phase III: Construction Administration, project closeout and Commissioning

The design scope and funding are in place for Phase I at this time. The selected Contractor may be eligible for future Phase II & III work but they are dependent upon future funding and authorizations.

B. Phase I

1. Feasibility Study

The Scope of Services required for this Detailed Study includes the following outline of work:

a) *Investigation & Assessment*

In the context of previous Westwood studies, the Contractor shall evaluate the constraints and opportunities of the existing Public Safety buildings, update program requirements, investigate the site and buildings, investigate other potential sites, analyze code and permitting requirements to set the basis for design studies and alternatives for each location. This will include:

- 1) Review existing information related to design and construction– Review information provided and relevant reference information. The town will provide the selected design team with digital copies of reference material and access to town files for further research as required.
- 2) Building and Site Investigations – conduct on site investigation of the existing public safety buildings and conduct interviews with the working group including:
 - Onsite investigations as needed to understand the building deficiencies, constraints and opportunities,
 - Assessment of adequacy of site(s) to serve Fire Department requirements and additional usage needs of the Town (i.e. committee meeting space and community space needs) and general possible organizational growth.
 - Prepare site plans sufficient for schematic designs from existing information,
 - Update the building program and prepare room data sheets,
 - Assessment of the parking and site grading and access and traffic issues,
 - Evaluation of the site and building facilities related to handicapped accessibility,
 - Assessment of adequacy of existing utilities serving the site,

- Assessment of information technology and networking, to include any interoperability, serving the site
- Analyze available geotechnical data and identify need for preliminary test borings and or test pits as needed for schematic design.

3) Code and permitting review – evaluate all code related issues associated with the project. Outline the approval steps required to complete the permitting associated with the renovation, repair and /or reconstruction projects. Evaluate impact of code requirements on the decision to repair and renovate or demolish and construct new facilities.

b) Study Alternatives

Based upon the above investigations and evaluations the designer shall study design options and then prepare a “Preferred Design Solution” for FS1. This shall include at a minimum a report/ presentation on the following:

1. Recommended program of spaces for the facility,
2. Site Plan with building location, parking, access and landscape concepts,
3. Interim facilities or temporary relocation options, if needed,
4. Cost Estimates – construction and project cost update
5. Updated project schedule and work plan
6. Updated Permitting checklist and milestones
7. Address the process to make FS1 a gender-neutral facility

During this phase, the Contractor will make presentations to the Working Group, Town Administrator, and Fire Department representatives to evaluate the most cost effective, long term and feasible solutions.

A qualified Contractor will have experience conducting feasibility studies for public safety buildings.

Deliverables:

A final report in the form of a written submittal, including an executive summary of findings and prioritized strategies. This report is to be complete by December 15, 2022.

Project Timeline:

The Feasibility Study is scheduled to begin in September of 2022. The Contractor shall provide interim assessment/reports on a monthly basis. The final report presentations are to be completed by December 15.

Evaluation of Proposals:

It is the intent of the Town of Westwood to select the most qualified firm that meets the needs of the community. All responsive proposals that satisfy the proposal submission requirements and the minimum criteria will be evaluated and ranked on the comparative criteria as follows:

- Highly advantageous
- Advantageous
- Not Advantageous

- Unacceptable (does not meet the minimum criteria)

Minimum Evaluation Criteria:

Each proposal shall first be reviewed to determine whether the submitting contractor (1) satisfies the “Scope of Work/Qualifications;” (2) meets the outlined “Deliverables;” (3) adheres to “Project Timeline;” and (4) included all “Submission Requirements.”

In order to be eligible for selection, each Respondent must certify that it meets the following minimum requirements. Any Response that fails to include such certification in its response, demonstrating that these criteria have been met, may be rejected without further consideration.

Each Respondent must designate an individual who will serve as the Project Director. The Project Director shall be certified in the Massachusetts Certified Public Purchasing Officer Program (the “MCPPO”) as administered by the Inspector General of the Commonwealth of Massachusetts and must also meet the following minimum requirements:

- The Project Director shall be a person who is registered by the Commonwealth of Massachusetts as an architect or professional engineer and who has at least three years’ experience in the construction and supervision of construction and design of public buildings;
OR,
- if not registered as an architect or professional engineer, the Project Director must be a person who has at least five years’ experience in the construction and supervision of construction and design of public buildings.

Comparative Evaluation Criteria:

In addition to the minimum requirements set forth above, all Respondents must demonstrate that they have significant experience, knowledge and abilities with respect to public safety, Fire and EMS construction projects. The Owner will evaluate Responses based on criteria that shall include, but not be limited to, the following:

- 1) Past performance of the Respondent, if any, with regard to public and private projects across the Commonwealth, as evidenced by:
 - a) Documented performance on previous projects, including the number of projects managed, project dollar value, number and percentage completed on time, number and dollar value of change orders, average number of projects per project manager per year, number of accidents and safety violations, dollar value of any safety fines, and number and outcome of any legal actions; and performance on previous net zero energy projects.
 - b) Satisfactory working relationship with designers, contractors, Owner, and local officials.
- 2) Thorough knowledge of the Massachusetts State Building Code, regulations related to the Americans with Disabilities Act, and all other pertinent codes and regulations related to successful completion of the project.
- 3) Thorough knowledge of Commonwealth construction procurement laws, regulations, policies and procedures.

- 4) Thorough knowledge of Massachusetts Fire Department operations, Emergency Management Services (EMS), and Massachusetts Fire regulations and statutes.
- 5) Management approach: Describe the Respondent's approach to providing the level and nature of services required as evidenced by proposed integrated project team staffing for the proposed Project; proposed project management systems; effective information management; and examples of problem solving approaches to resolving issues that impact time and cost.
- 6) Key personnel: Provide an organizational chart that shows the interrelationship of key personnel to be provided by the Respondent for this project and that identifies the individuals and associated firms (if any) who will fill the roles of Project Director, Project Representative and any other key roles identified by the Respondent, including but not limited to roles in design review, estimating, cost and schedule control. Specifically, describe the time commitment, experience and references for these key personnel including relevant experience in the supervision of construction of several projects that have been either successfully completed or in process that are similar in type, size, dollar value and complexity to the project being considered.
- 7) Capacity and skills: Identify existing employees by number and area of expertise (e.g. field supervision, cost estimating, schedule analysis, value engineering, constructability review, quality control and safety). Identify any services to be provided by sub-consultants.
- 8) Thorough knowledge and demonstrated experience with life cycle cost analysis, cost estimating and value engineering with actual examples of recommendations and associated benefits to Owners.
- 9) Financial Stability: Provide current balance sheet and income statement as evidence of the Respondent's financial stability and capacity to support the proposed contract.

Each proposal will be evaluated based on the following:

	Highly advantageous	Advantageous	Not Advantageous	Unacceptable
<i>Experience of the Contractor</i>	Contractor has extensive experience working feasibility studies for Fire and EMS buildings, and has demonstrated understanding of public assessment processes.	Contractor has experience working feasibility studies for public buildings, and has demonstrated understanding of public assessment processes.	Contractor has limited experience working feasibility studies.	Contractor has no experience working feasibility studies.
<i>Quality of Sample Reports</i>	Sample reports demonstrate detailed data	Samples reports demonstrate some data	Sample reports demonstrate little data	Sample reports demonstrate little data

	analysis, clear summarization and prioritized, specific recommendations. Communication is clear, direct and concise.	analysis, summarization and recommendations. Communication is clear.	analysis, limited summarization and few recommendations. Communication is somewhat clear.	analysis, no summarization and/or limited recommendations. Communication is unclear.
<i>Depth of Data Collection and Data Analysis</i>	Qualitative and quantitative data is collected through multiple varied sources and analyzed using standardized methodology, outlined in detail and explained to the viewer in clear and comprehensive terms.	Qualitative and quantitative data is collected through multiple sources, analyzed using standardized methodology, outlined in some detail and explained to the viewer in clear terms.	Qualitative and quantitative data is collected through a few sources, analyzed using unknown methodology, outlined and explained to the viewer.	Qualitative and/or quantitative data is not collected, or data analysis is faulty, or explanation of data is misleading or unclear.

Selection Process and Selection Schedule

Process

- 1) The Selection Committee will determine whether respondents meet the minimum requirements identified in the RFP utilizing a standard checklist.
- 2) The Committee will then rank all respondents that meet the minimum requirements based on the evaluation criteria.
- 3) The Committee will invite the short-listed respondents to make a presentation. The presentation by the respondents related to the evaluation criteria. Presentations may be made remotely or in person in Westwood MA.
- 4) Should the Owner receive fewer than three responses, the Owner has the option to re-advertise. The Owner may also re-advertise if fee negotiations fail.

The following is a *tentative* schedule of the selection process, subject to change at the Owner’s discretion.

August 15, 2022

RFP appears in Goods & Services Bulletin of the Commonwealth of Massachusetts and the newspaper.

August 18 at 10:00 am	Informational meeting and site inspection
September 1, 2022	Proposals due
September 13-14, 2022	Tentative Presentations with short-listed Respondents
September 20, 2022	Anticipated execution of contract