



Town of Derry, New Hampshire

REQUEST FOR QUALIFICATIONS (RFQ)

June 21, 2022



The Town of Derry, New Hampshire seeks Request for Qualifications (RFQ) for:

Architectural Design Services for a New Fire Headquarters

Offered by:

The Town of Derry

RFQ Process Coordinated by:

James Richardson - Fire Chief

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The Town of Derry, New Hampshire (Town) is seeking to replace its existing Fire Headquarters that has surpassed its life expectancy and no longer presents a safe and efficient workplace for the firefighters and is situated in an area of the Town that does not allow for the greatest efficiency in response coverage. The Town is seeking an architectural firm for the professional design, construction inspection, and contract administration services of a new headquarters station to replace the existing headquarters located at 131 East Broadway, Derry, NH 03038.

- The new station will be located on 28 Pierce Avenue (tax lot 5-043), having access from Rockingham Road in Derry NH 03038. (Location not finalized at this point.)
- Based on a recent feasibility study, it will be a two-story structure of approximately 38,000 sf.
- The new station will include five drive-thru bays for fire apparatus and ambulances in the main apparatus bay area, ten automobile spaces in an accessory bay area, and five vehicle bays in a remote structure.
- The station will also include several administrative offices, communications center, restrooms, bunk rooms, exercise area, day room, meeting/training room, storage rooms, and other fire service-related spaces needed to complete the station.
- It will comply with all ADA requirements and NFPA 1500 Standards (Chapter 9, Facilities Safety).

Project Financing:

The Derry Town Council recently approved a \$19.4M budget for this project to include site acquisition and development, architectural/engineering services, project construction, construction inspection and soft costs.

Department Services:

The Derry Fire Department is a full-service fire department that provides emergency services and protection from fire, natural and manmade disasters, and medical emergencies. It provides these services through three integrated and related areas within the Department – Fire, EMS, and Emergency Communications. The Derry Fire Department provides these services operating from four stations and the Derry Municipal Center where Administration and Fire Prevention Personnel are currently located. Derry Fire also provides EMS to two adjoining communities and emergency dispatch services to three other communities.

Stations and Current Staffing:

Central Fire Station (Rotary Circle) - two firefighter paramedics, three firefighter EMTs, one company officer and one shift commander. In addition to emergency responders, there is also at least one sometimes two emergency communications specialists on duty in the dispatch center.

Station 2 (Island Pond) - a three-person Advanced Life Support (ALS) Engine Company that cross staffs an ALS Medic Unit (ambulance), Forestry Tanker, Forestry Unit, and a Marine Unit.

Station 3 (English Range Road) - a three-person Advanced Life Support (ALS) Quint Company that cross staffs an ALS Medic Unit (ambulance), Forestry Unit, and a Marine Unit.

Station 4 (Hampstead Road) - a three-person Advanced Life Support (ALS) Quint Company that cross staffs an ALS Medic Unit (ambulance) and a Marine Unit.

In support of this effort, the Town is seeking a Request for Qualifications (RFQ) from qualified Architectural Design Firms that provide specialized fire station design services (Submitter), to act as the Project Lead of the Architectural & Engineering Design Team for this project.

Submissions will be received at the Derry Municipal Center, 14 Manning Street, Derry, NH 03038 until 2:00 pm, prevailing time, August 15, 2022.

Questions regarding this request should be directed to James Richardson - Fire Chief, via email at jimrichardson@derrynh.org.

The Town of Derry reserves the right to waive any irregularities, reject any or all submissions, and to accept the submission that appears to be in the best interest of the Town. Failure to submit all information called for may be sufficient for disqualification.

GENERAL INFORMATION:

1. Statements of Qualifications will be received by the Town at the Derry Municipal Center, 14 Manning Street, 2nd floor until the time specified in this Request for Qualifications (RFQ).
2. Strict compliance with the requirements of this RFQ, terms and conditions, and printed instructions is necessary.

3. Submissions must be addressed and marked as follows:

REQUEST FOR QUALIFICATIONS

Architectural Design Services for New Fire Headquarters, Derry New Hampshire

It will be the responsibility of the Submitter to see that their submission is received by the Town as specified. Submissions may not be considered which have not been received by the deadline set forth. The Town is not responsible for delays occasioned by the U.S. Postal Service, the internal mail delivery system of the Town, or any other means of delivery employed by the Submitter.

No oral interpretations will be made to any Submitter as to the meaning of the terms and conditions of this RFQ. Every request for such interpretation or request for change in the terms and conditions or Request for Information (RFI) shall be addressed to: Mail: **Fire Chief James Richardson** Derry Municipal Center 14 Manning Street Derry, NH 03038; Email: jimrichardson@derrynh.org. All requests for clarification are due by 2 pm, on August 1, 2022. Responses shall be posted to the Town's website by 2 pm, on August 8, 2022. Statements of Qualifications that are incomplete, not properly endorsed or signed, or otherwise contrary to these instructions may be rejected as incomplete by the Town. The submissions must be filled out completely and accurately. Please explain in detail any exceptions or deviations taken on this RFQ. Additional pages may be used if necessary.

The award will be made that is in the best interest of the Town. In determining what would be in the best interest of the Town, the following shall be considered:

- a. The ability and skill of the Submitter to perform the service required.
- b. Whether the Submitter can provide the service within the time specified, without delay or interference.
- c. The experience of the Submitter for the design of similar facilities.
- d. The quality of performance of previous contracts or services.

SCOPE OF SERVICES:

The Architectural Design Consultant (Submitter) shall provide at a minimum the following:

1. A Design Program identifying all rooms, spaces, and functions within the proposed building and reflecting the needs of the Town and Fire Department has been provided in a recent study. (***Derry NH Public Safety Space Needs Analysis - Fire Headquarters December 14, 2021***) A copy of this Program will be made available on the Town's website. The Submitter must demonstrate that they have thoroughly familiarized themselves with this Program.

2. Provide a schematic design based on the approved Program. The designer must:
 - a. Prepare building floor plans that meet all the determined needs and fit on the site.
 - i. Include all integral training and safety features described in the Program.
 - ii. Meet current industry standards, and current and emerging standards regarding operational efficiency and safety as well as personnel training.
 - iii. Meet current and expected future operational requirements.
 - iv. Meet current and expected future code and industry standards.
 - v. Clearly address firefighter health and safety.
 - b. Prepare one or more site plans that demonstrate that the station will work effectively at the designated site.
 - c. Prepare Schematic Phase estimate of hard and soft construction costs.
 - d. Prepare a 3D exterior rendering and colored floor and site plans in sufficient detail to allow the community to fully understand the project.
 - e. Prepare and deliver a presentation fully describing the project. Presentation may be by Zoom.
3. Based on the schematic design approved by the Town, provide working drawings and specifications for the Design Development and Construction Document Phases for construction of the Project.
4. The designer must provide:
 - a. Appropriate details for special fire station spaces and functions.
 - b. Comprehensive details and specifications for special hardware and systems.
 - c. Recommendations for interior finishes to maximize building efficiency and occupant health and safety.
 - d. Design Development and Construction Document Phase estimates of hard and soft construction costs.
 - e. Project cost estimating services to ensure adherence to project budget.
5. Support to the Town and Fire Department during Bidding and Construction Administration with the following services:
 - a. Clarification of intent to the Town and Fire Department.
 - b. Responses to Requests for Information (RFI's).
 - c. Review of submittals.

- d. Review of proposed material and system substitutions.
- e. Attend bi-weekly construction coordination meetings.
- f. Review and advise the Town on the payment of contractors' Requests for Payment.
- g. Provide a representative whose primary duty shall be to act as inspector of the project on behalf of the Town under the direction of the Firm.

FIRE HEADQUARTERS:

The Headquarters Station will contain at a minimum the following areas or spaces:

- Five double deep, drive-through bays for fire apparatus and ambulances (main bay).
- Ten automobile spaces in an accessory bay.
- Five bays in a remote structure.
- All required fire station support spaces.
- Interior and exterior training features.
- Gender neutral bunk area for a minimum of ten (10) people.
- Adequate offices, kitchen, eating, dayroom, exercise area, to support the headquarters' operations. (Emergency, Dispatch, and Administrative)
- Meeting/training, and first aid/triage areas.
- ADA compliant male and female restrooms and locker areas to support the station.
- Adequate laundry facilities.
- Adequate storage areas.
- Adequate parking areas to support the Fire Headquarters operations.

MINIMUM QUALIFICATIONS:

The Town intends to retain an architect that has deep experience in the planning and design of fire stations along with a thorough understanding of emergency services operations. Outline your firm's specific experience providing professional architectural consulting services similar to those requested in this RFQ. Provide name and telephone number and email of current or former clients. Submitters must:

1. Demonstrate that the design of emergency services facilities is a primary activity of the firm.
2. Have successfully completed at least 20 emergency services facilities that have been designed by principals of the firm.
3. Have successfully completed the design of at least ten emergency services facilities of similar size and function.

4. Demonstrate the ability to design a facility to meet overall project budget and provide value engineering alternatives if necessary.
5. Demonstrate thorough knowledge of emergency services programming that addresses a broad range of relevant issues and demonstrate this knowledge with at least five examples.
6. Demonstrate knowledge of emergency services training issues and the means to integrate them into the building design.
7. Demonstrate an understanding of the relationship between fire station design and issues such as departmental cohesion, firefighter morale, and mental health.
8. Demonstrate a thorough knowledge of the issues of firefighter health and safety, the role of the fire station in addressing these, and your experience using the correct systems and details to address these issues.
9. Demonstrate knowledge of and prior application of NFPA recommendations regarding firefighter safety and health, and training.
10. Possess all necessary current licenses and registrations to qualify under New Hampshire law to perform the function of the designer of the Project.
11. Commit a principal of the architectural firm is to be the project leader and lead designer.
12. Demonstrate general fire service industry recognition of your expertise for this work.
13. Provide evidence of insurance for general liability (\$2 million combined single limit), automobile (\$2 million combined single limit), worker's compensation (statutory) and professional services liability (\$2 million minimum).

REQUIRED CONTENT OF SUBMISSIONS:

Submissions shall include sufficient information for the Town's review and shall include the aforementioned minimum requirements.

The various work tasks shall be detailed for the entire scope of the project. These shall reflect the outline included in the Scope of Services section of the RFQ; however, modifications are encouraged based on successful experiences elsewhere.

The submission shall provide resumes for key personnel that will be used on the project, noting their qualifications and experience in appropriate disciplines and activities.

The contract issued as a result of this RFQ will be based on an agreed and negotiated fee with the selected Submitter. Payments shall be approved at monthly intervals based upon invoices submitted by the Submitter indicating the amount of work completed to date. The fee will not be paid in full until all deliverables are satisfactorily received by the Town of Derry.

Other Terms and Conditions:

The selected firm will be expected to provide all necessary professional services as well as all necessary material, equipment and personnel required to complete the project and all post-project closeout services.

The selected firm will be expected to comply with the insurance and indemnification requirements of the Town.

SUBMISSION REQUIREMENTS:

1. Provide five (5) hard copies, and one electronic copy. No emailed or faxed submissions will be accepted.
2. Each submission must include a transmittal letter on the submitter's official business letterhead and signed by an individual with legal authority to bind the submitter.
3. Submissions should be prepared simply and economically, providing a straightforward, concise description of the Submitter's qualifications and ability to meet the requirements of this RFQ. Submissions must include the following:
 - Description of design team including identification of all consultants
 - Background and experience of key team members
 - Examples of similar projects
 - Work plan including approach, adherence to scope of work and proposed schedule
 - At least three (3) references for each of the firms which comprise the design team
4. Submissions shall include sufficient information to demonstrate that the design team meets the required qualifications and will provide the required scope of services.
5. The submission shall provide resumes for key personnel that will be used on the project, noting their qualifications and experience in appropriate disciplines and activities.
6. Submitters may be required to make an oral presentation to the Town, which may be a Zoom meeting. Such presentations provide an opportunity for the design team to clarify the submission to ensure a thorough, mutual understanding.
7. The Town will notify all submitters, at the same time, by written communication of the results of this RFQ.

SCHEDULE

The Town is intending to enter into an agreement and provide a Notice to Proceed to the selected firm immediately after the selection process concludes. It is also the Town's desire to have bid-ready Contract Documents complete by March 2023.

No pre-submission meeting will be held. Submitters may visit the proposed project site upon email notification and approval of the Derry Fire Chief.

Sealed submissions will be accepted **until 2:00 p.m. on August 15, 2022**. Submissions received after this time will be returned unopened. Faxed submissions will not be accepted.

Sealed submissions are to be forwarded to:

**James Richardson Fire Chief Derry Municipal Center
14 Manning Street Derry, New Hampshire 03038**

The Town of Derry reserves the right to reject all submissions for any reason. The Town also reserves the right to negotiate details of the submissions for best value prior to contract signature. The Town will select the best value within the available budget. If all submissions submitted in response to this RFQ are unacceptable, the Town reserves the right to reject the submissions and to re-advertise the project. The Town reserves the right to cancel this RFQ at any time prior to a fully executed contract, and, if desired, to reissue the RFQ.

Addenda to the RFQ

If it becomes necessary to revise any part of this RFQ, applicants are responsible for reviewing the Town's website for and addendums issued in advance of the proposal due date.