



## **WILLINGTON FIRE DEPARTMENT INC.**

**426 RIVER ROAD P.O. BOX 161  
WILLINGTON, CONNECTICUT 06279  
860.429.0288**

**Alexander Moore  
Fire Chief**

**Ronald A. Gantick  
President**

### **Request for Proposal**

**August 31, 2016**

The Willington Fire Department in cooperation with the Town of Willington is soliciting proposals for architectural services for an addition to the Fire Department located at 426 River Road Willington, CT.

Bids properly addressing the items below are due on October 14<sup>th</sup> 2016 at 4:00 p.m. at the address above. Electronic submissions are not accepted. An original and a total of six (6) copies shall be submitted and addressed as:

*Willington Fire Department Architectural Services Proposal*

*Joshua Strickland, Chairman*

#### **General Overview**

The project includes architectural services for the planning of an addition to the existing station that will house training / meeting facilities, storage areas, offices and appropriate career and volunteer staff quarters. The addition is planned to be two stories containing approximately 5,600 square feet with a full basement. No vehicles will be housed in the addition. The addition will be fully air conditioned. An elevator is not anticipated or desired in the building. The kitchen in the existing facility will service the new addition except that a second floor kitchenette is desired. Modifications to the existing building are anticipated as needed to accommodate the addition. An informal pre-bid meeting may be requested with committee members for questions and/or clarifications of items in RFP prior to the formal bid opening.

### ***Bid Package***

A bid package from each vendor shall include a minimum of the following.

- ❖ Total Project Cost
- ❖ Requested Fee Schedule (as mentioned below)
- ❖ (3) previous customer references
- ❖ A project portfolio for a “similar as possible” project

### ***Existing Building***

- ❖ Contains fire and emergency vehicles, various equipment, kitchen and other offices and utility spaces.
- ❖ The building is approximately 80’x60’, one story with a slab floor and four overhead door bays.
- ❖ It is a metal building with a 14’ eave with newly added block wall on the street side façade.

### ***Proposed Addition First Floor***

- ❖ Handicapped accessible first floor
- ❖ Meeting and general purpose room
- ❖ Folding table and chair storage
- ❖ Handicapped accessible lavatories
- ❖ Communication / Radio room
- ❖ Offices

### ***Proposed Addition Second Floor***

- ❖ Private sleeping quarters
- ❖ Bath / shower facilities
- ❖ Conference / Media / living room
- ❖ Study
- ❖ Offices
- ❖ Storage room

### ***Basement***

- ❖ General storage
- ❖ Mechanical area
- ❖ Weight / training area

### ***Planning and Design Development – Scope of Work***

- ❖ Establish the buildings relationships, forms, size and overall appearance through development of a comprehensive floor plan, building elevations, building sections, typical construction details and equipment layout.
- ❖ Outline specifications which identify major building materials and systems as well as establish quality standards.
- ❖ The structural system and other building systems such as electrical, plumbing and HVAC systems will be developed through consultation with Structural and Mechanical Engineers.
- ❖ Site development including investigation into parking, utilities and sanitation will be established through consultation with a Site Engineer/Surveyor. Cost estimates are to be established through consultation with a commercial experienced contractor.
- ❖ A site survey for impacted area shall be performed.
- ❖ The design will take into account all local Zoning Regulations, Building/Fire Codes and Sanitation Requirements.

### ***Site Planning***

- ❖ Building placement
- ❖ Parking
- ❖ Sanitation and water systems
- ❖ Utilities
- ❖ Zoning review / compliance

### ***Building Planning***

- ❖ Floor plans
- ❖ Exterior elevations and renderings
- ❖ Interior space planning and renderings
- ❖ Building sections

- ❖ Structural, plumbing and HVAC mechanical systems
- ❖ Energy efficiency and LEED certification standards

### ***Cost Estimate***

- ❖ A reliable cost estimate to establish a budget is required at the conclusion of the final product.
- ❖ Note: It is acknowledged that cost estimates are time sensitive and may need to be adjusted over time to reflect fluctuations in labor and materials.

### ***Meetings***

It is expected that meetings for clarifications and other purposes will be required with Department Staff and Town officials from time to time. The Department will make every effort to facilitate meetings in a timely manner. Informal discussions will also be required as needed with Zoning officials and building officials.

*Note: At the conclusion of the development of a final product and acceptance by the Department, a public meeting will be held for the successful respondent to present the project and answer questions from the public and officials. The meeting will be facilitated by the Department.*

### ***Construction Documents***

Planning and Design Development drawings shall be prepared and finalized allowing the Department to proceed to the Construction Document phase.

### ***Fees and Services***

A detailed fee proposal shall be submitted to include:

- ❖ Fees due for Initial Deposit
- ❖ Fees due after approval of design concept
- ❖ Fees due upon final delivery of product

### ***Time Requirements***

Once the project has been awarded and the initial deposit is received by the successful vendor, the vendor shall have ninety (90) days to complete the project. This timeframe can be adjusted to more than ninety (90) days at the sole discretion of the Department and additional time requests will not be unreasonably withheld.

### ***Final printed documents***

All documents produced for review including final drawings and renderings shall be the property of the Willington Fire Department. All documents are to be submitted in both written and electronic form in a format that is easily reviewed and printed.