

Tuftonboro, NH

RFP-Police Facility

REQUEST FOR PROPOSAL POLICE FACILITY SPACE NEEDS

The Town of Tuftonboro, New Hampshire is accepting Requests for Proposals (RFP) for a Police Building Feasibility Study and general site evaluations for a Police Station. Currently, the Police Station is located with the Town Offices at 240 Middle Road. The current police facility was built in 1998 and is twenty (20) years old.

Tuftonboro is located in central New Hampshire on the eastern shore of Lake Winnepesaukee. The major roads are Route 109 (Governor Wentworth Highway), Route 109-A (Middle Road), and Route 171 (Mountain Road). It includes several islands in Lake Winnepesaukee which have residences. Tuftonboro has an estimated population of 2,400 with a significant increase in population in the summer months due to seasonal residences and youth recreational camps along with increamunities.

The Tuftonboro Police Department has four (4) full-time sworn employees and one (1) part-time support employee. For the purposes of this space needs report, future growth will include an additional two (2) full-time officers, four (4) part-time officers, and one (1) support staff and an estimated community population of 3,000.

The police vehicle fleet consists of four (4) marked cruisers. For the purposes of this study an additional three (3) cruisers will be added.

Previous space and police facility studies are available at the Tuftonboro Town offices.

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General Instructions

Request for Proposal packets must be received by the Town by October 12, 2018 at 4:00 PM to be considered.

It is the sole responsibility of the responder to have the packet at the designated location prior to the deadline date and time. Each response must be sealed in an envelope which has been clearly marked "RFP Police Facility".

All questions concerning the RFP should be directed to Andrew Shagoury, Chief of Police at 603-569-8695 or via e-mail at a.shagoury@tuftonboro.org. All responders shall submit one (1) signed original RFP, six (6) copies of the original, and a pdf copy on a thumb drive to:

Andrew Shagoury, Chief of Police
Tuftonboro Police Department
PO Box 98, 240 Middle Road
Tuftonboro, NH

The Town reserves the right to modify or cancel in part, or in its entirety, this RFP.

Proposals submitted by responder:

Responders who submit Proposals do so entirely at their own expense. There is no expressed or implied obligation by the Town of Tuftonboro to reimburse any individual or firm for any costs incurred in preparing or submitting a proposal, for providing additional information when requested by the Chief of Police or building committee, or for participating in any selection interviews. The selection of the Consultant shall be made without regard to race, color, sex, age, religion, national origin, or political affiliation. The Town of Tuftonboro is an Equal Opportunity Employer.

Scope:

The Town of Tuftonboro, NH is seeking a Consultant to work with the Town to prepare a space needs study with program development, site assessment, and building design layout for a new police facility to be presented at the Tuftonboro Town Meeting in 2020. The Consultant will work with a committee on the plans and presentation.

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Task #1 – Space Needs Assessment/Program Development

The spatial needs assessment is an essential part of a comprehensive planning approach to achieve a new police station. The professional firm shall provide a detailed analysis that will define the functional needs of the Police Department given the current staffing, including room for growth, as included below. The space needs assessment should also provide a detailed report of the current facility along with site assessments of the present location and other locations as noted below :

1. Conduct an independent analysis of the current police facility and document current deficiencies including but not limited to:
 - a. Including ingress / egress/ lack of natural lighting, lobby area, ventilation, parking (sworn – public – fleet, storage, etc.)
2. Evaluate and document the possibilities of expanding current facility and building on other Town owned property
 - a. Options for build out on existing lot
 - b. Options for building on lot next to the Tuftonboro Central Fire Station
 - c. Options for building on lot across from the Tuftonboro Free Library

Task #2: – Program Development

Prepare a comprehensive and complete program addressing the space needs including, but not limited to: public access, communications, administrative offices, interview area, booking, evidence lockers, training facilities, holding cells, and equipment lockers/storage areas.

1. Program list with function and square footage to accommodate six (6) full-time officers , four (4) part-time officers and one (1) support staff.
2. Feasibility study to determine the space needs of the Police Department including:
 - a. Lobby area – with small private interview room
 - b. Meeting room which can accommodate department training and meeting needs that has multimedia capability.
 - c. Booking room with one (1) holding cells
 - d. Locker room(s), break room
 - e. Evidence room (separate air handling system) – large evidence storage area
 - f. Interview room with audio visual recording
 - g. Parking lot size and flow
 - h. Fitness room
3. Two car sally-port with small kennel area for animal's and secure storage.
4. Optional canopy over four (4) parking spots.
5. Room for future building expansion possibilities.
6. Identify other police facilities which serve similar populations, square miles of service area, and similar staff size.

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Task #3 – Pre-Schematic Design Plan

Develop preliminary design drawings and floor plan layout. Process should be interactive facilitating maximum involvement by police, town staff, and residents.

1. Prepare draft schematic design plan for a Police Station. Also, develop communication tools including plans, models, color renderings, and sketches to use for a presentation at a Board of Selectmen meeting at a date yet to be determined.
2. 3-D computer modeling of the above plan for illustration purposes.
3. 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.
4. Facilitate a public discussion to establish architectural aesthetics.

Task #4 – Total Project Cost Estimate and Schedule

Provide a Total Project Cost Estimate that includes all soft costs related to the design and construction of the building (i.e. construction cost estimate, furniture/ equipment / locker / evidence room storage fixtures cost, project management, fees, contingencies, etc.). Provide a complete estimated project schedule for future design development and construction phases.

1. A report summarizing the estimated costs of all project elements as noted above.

Project Deliverables

Complete the above tasks and provide a written report as noted below. The report and preliminary plans shall also be provided in an electronic format. Town of Tuftsboro shall own all rights to any reports, plans, or promotional materials produced under this Scope of Services. The Consultant should anticipate attending at least two (2) Board of Selectmen's meetings and two (2) public meetings to present / discuss their report.

Project Schedule and Meeting

It is the goal of the Town to complete the work in this Scope of Services section within approximately ninety days (90 days) following a Notice to Proceed.

Project Budget

The budget dollar amount is dependent on the extent of tasks identified in the final scope of work of the executed contract. Consultant should propose a budget to complete these tasks.

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Submittal Content Requirements

Consultants are encouraged to submit concise and clear responses to the RFP.

All pages shall be 8.5 x 11-inch format. Provide one (1) signed original RFP, five (5) copies of the original and an electronic copy. The following information will be required in each proposal:

1. Letter of Interest.
2. Project Approach: A brief description of the Consultant's philosophy, approach to the project, and value to the Town.
3. Scope of Work: Describe approach to accomplish the scope stated in the RFP and identify the methodology proposed. The Consultant is encouraged to include suggestions or supplemental tasks which may enhance the project, or streamline the scope of work and improve cost effectiveness.
4. Schedule: Include a timeline showing the estimated length of time required for completion of the phases as described in the scope of work. Text may be provided to describe the schedule.
5. Cost Summary: Provide a preliminary cost summary of the work to be completed.
6. Project Team: Identify the proposed team, including Sub-Consultants, general qualifications and experience. Identify the project manager and principal contact who will be permanently assigned to the project (it is strongly preferred that they are one and the same person).
7. Minimum Qualifying Criteria: Describe Consultant experience in preparing scope as outlined in the Minimum Qualifying Criteria. Include at least all projects the Consultant has completed that are similar to the project described in the request within the last ten (10) years. For each project, provide the following information:
 - Name and location of each project.
 - Year completed.
 - Name and contact information of each client and their project manager.
 - Elements of the project that are common to the scope elements described in this request.
 - Project Budget.
8. Project Team Resumes (provide appendix in proposal, one-page resume per team member, no page limit): Include a paragraph for each key team member, years of experience, education, certifications, company affiliation, workplace location, and a brief list of individual project experience.

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Evaluation Criteria

The town will award this project to the Consultant which has demonstrates the best value, quality and options for the community.

The Consultant will be required to carry comprehensive general liability insurance in the amount of \$1,000,000 combined single limit per occurrence for bodily injury personal injury and property damage; \$2,000,000 general aggregate.

Minimum Qualifying Criteria

The Consultant will have a minimum of ten (10) years of experience providing design services for building construction with a minimum of three projects of size and scope for a municipality.

The Consultant must demonstrate expertise in the following areas: Building Code Expert, Architect-MEP, Structural, Civil, Landscape-Engineers, Public Safety Communications Engineer, Public Safety Consultant, ADA Expert.

Consultant must be licensed in the appropriate discipline(s) to do business in the State of New Hampshire, and all personnel assigned to this project must have the appropriate licenses, certifications, and/or designations required to perform their task.

Response to the RFP does not preclude Consultant from future participation in the this project or RFPs.

Questions, Addendum or Proposal Modification

All questions concerning the RFP should be directed to Chief Andrew Shagoury, Tuftonboro Police Department, PO Box 240, 240 Middle Road, Tuftonboro, NH 03816 or by email at a.shagoury@tuftonboro.org.

The opening is set to be held at the Selectmen's meeting on **October 15, 2018**. All inquiries received four (4) or more days prior to the opening will be considered. If any changes are made to this RFP, an addendum will be issued on-line at the Town of Tuftonboro website: www.tuftonboro.org. Also, addenda will be mailed or e-mailed to all known proposers on record as having picked up or requested acknowledgment of submitting an RFP. All proposals, if any, submitted in response to this RFP shall remain firm for forty-five (45) days following the opening. The contract will be awarded within forty-five (45) days after the opening. The time for award may be extended for up to forty-five (45) additional days by mutual agreement between the Town and the highest ranked responsive and responsible 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.

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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 RFP. After the opening, an applicant may not change any provision of the proposal in a manner prejudicial to the interests of the town or fair competition. Minor informalities will be waived or the applicant will be allowed to correct them.

The Town of Tuftonboro reserves the right to select any Consultant who is determined to be qualified and may not correlate to a number 1, number 2 or number 3 ranked Consultant. The Town reserves the right to reject any or all proposals submitted, and/or request additional information for clarification. The Town of Tuftonboro is not required to award a contract as a result of this Request for Proposal.

PROPRIETARY INFORMATION

New Hampshire RSA 91-A, Right-to-Know Law, provides for public access to information the Town possesses. The Town cannot guarantee the confidentiality of information submitted, although it will make all efforts to ensure confidentiality within the bounds RSA 91-A.

LIMITATIONS, REPRESENTATIONS & WARRANTIES

The Town makes no representation or warranties, including, without limitation representations or warranties as to the accuracy of any information or assumptions contained in the RFQ or otherwise furnished to firms by the Town.

DISCLOSURE REQUIREMENTS

The firm shall disclose any indictment for any alleged felony, or any conviction for a felony within the past (5) five years, under the laws of the United States or any state or territory of the United States, and shall describe circumstances for each. When a firm is an association, partnership, corporation, or other organization, this disclosure requirement includes the organization and its officers, partners, and directors or members of any similar governing body.

If an indictment or conviction should come to the attention of the Town after the award of a contract, the Town may exercise its stop-work right pending further investigation, or terminate the agreement; the contractor may be subject to penalties for violation of any law which may apply in the particular circumstances. The firm must also disclose if they have ever been debarred or suspended by any agency of the U.S. Government or the New Hampshire State Department of Labor.

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MISCELLANEOUS

The Contractor shall be solely responsible for all claims of whatever nature arising out of the rendering of services by the Contractor during the term of this proposal and the contractor shall indemnify and hold the Town harmless against the same to the extent permitted by law. The selection of the successful Contractor shall be made without regard to race, sex, age, religion, political affiliation or national origin.

END of RFQ/RFP