



TOWN OF ST. JOHNSBURY

Town Manager's Office
51 Depot Square, Suite 3
St. Johnsbury, VT 05819
802-748-3926
www.stjvt.com

Town Clerk 802-748-4331
Dispatch 802-748-2314
Police 802-748-2314
Fire 802-748-8925
Public Works 802-748-4408
Assessor Office 802-748-4272

REQUEST FOR QUALIFICATIONS PUBLIC SAFETY FACILITY FEASIBILITY STUDY AND ASSESSMENT

September 12, 2017

The Town of St. Johnsbury, Vermont is accepting Requests for Qualifications (RFQ) for a Public Safety Building Feasibility Study and general evaluation for our Police, Fire and Dispatch Services. Currently, Police, Dispatch and Fire Services are located with the Municipal Building at 1187 Main Street. The current police facility was built in 1926 and is over ninety (90) years old.

Over the past 25 years the town has struggled with making a decision on what to do with re-locating, rehabilitating or a combination of both to provide adequate fire, police and dispatch facilities. Both of these current departments are housed in outdated and extremely poor substandard conditions none of which meet NFPA guidelines and impede their operational efficiency.

The Town has attempted to move forward on this project several times in the last decade on their own, and these efforts have resulted in multiple projects being reviewed, sites being looked at plans developed but no clear recommendation that the voters, staff and select board could fully support. The intent of this proposal is to procure a consultant experienced with this process to review and study the potential use of several locations so that we could make educated strategic decisions on renovating, rebuilding or a combination of both to provide for better improved police, fire protection and dispatch services for the town. We require professional assistance to evaluate the space requirements of the departments the existing buildings' deficiencies, as well as potential and the improvements needed to meet the needs of our community.

St. Johnsbury is located in the Northeast Kingdom (NEK) of Vermont with an estimated population of 7,500. The St. Johnsbury Police Department has eleven (11) full-time employees and four (4) part-time employees. The St. Johnsbury Fire Department has ten (10) full time fire fighters with a call staff of up to twenty-five (25) members (which has not been filled in several years). The St. Johnsbury Dispatch has six (6) full time and one (1) part time dispatchers. All of these departments provide 24 hour, 365 day a year services. The Police Department provides service within the Village Limits of St. Johnsbury, with mutual support to surrounding law enforcement when called upon. The Fire Department provides service to the entire Town of St. Johnsbury with mutual aid agreements with several surrounding fire departments, and is the only full time fire department within the Northeast Kingdom. Dispatch provides service to the St. Johnsbury Police and Fire Departments as well as 3 ambulance organizations and 10 surrounding volunteer fire departments.

Although ambulance services are provided by another organization, the St. Johnsbury Fire Department has been investigating the incorporating Fire Based EMS Services in the future.

In depth information on calls for service / arrest statistics for previous years are available upon request.

General Instructions

RFQ packets must be received by the Town by October 15th, 2017 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 "RFQ Public Safety Building Assessment".

All questions concerning the RFQ should be directed to Chad Whitehead Town Manager at cwhitehead@stjvt.com. All responders shall submit one (1) signed original RFP, six (6) copies of the original, and a pdf copy on a thumb drive to:

Chad Whitehead, Town Manager
Town of St Johnsbury
51 Depot Square, Suite 103
St. Johnsbury, VT 05819

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

Qualifications submitted by responder:

Responders who respond to this RFQ do so entirely at their own expense. There is no expressed or implied obligation by the Town of St. Johnsbury to reimburse any individual or firm for any costs incurred in preparing or submitting a response, for providing additional information when requested by the Town of St Johnsbury, 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 St. Johnsbury is an Equal Opportunity Employer.

Scope

The Town of St. Johnsbury, VT is seeking a Consultant to prepare a space needs study and conceptual building design layout for a new public safety facility. The Consultant shall provide a detailed scope of services for the project based on the outline provided below:

Task #1 – Space Needs Assessment/Program Development

The spatial needs assessment is an essential part of a comprehensive planning approach to achieve a new public safety building. The professional firm shall meet with all department heads to review department needs and provide a detailed analysis that will define the functional needs of the Police Department, Fire Department and Dispatch Center given the current staffing, including room for growth (20 year projection), as included below. The space needs assessment should also provide a detailed report of the current facility:

1. Conduct an independent analysis of the current facility and document current deficiencies including but not limited to:

- a. Including ingress / egress/ lack of natural lighting, lobby area, ventilation, parking
2. Evaluate the possibility of expanding current facility:
 - a. Options for build out on existing lot
 - b. If not feasible, documentation as to why not

Task #2: – Program Development

Prepare a comprehensive and complete program addressing the space needs including, but not limited to: public access, communications, administrative offices, and work spaces for each department (i.e. booking, evidence lockers, bunk rooms, kitchen and living spaces, training facilities, holding cells, and equipment lockers/storage areas, garage and parking space). Taking into account future space needs with a 20 year projection.

Task #3 – Pre-Schematic Design Plan

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

1. Prepare conceptual level schematic design plans for improvements and new facilities. Also, develop communication tools for use for a presentation at a Board of Selectmen meeting at a date yet to be determined. Deliverables shall include, at a minimum colored Site plans, Floor Plans, Primary Elevations, one 3-D image.
2. 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.
3. Facilitate a public discussion to gather public input.

Task #4 – Total Project Cost Estimate and Schedule

Provide a Total Project Conceptual Level Cost Estimate that includes all soft costs related to the design and construction of building. 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 St. Johnsbury shall own all rights to any reports, plans, or promotional materials produced under this Scope of Services. The Consultant should anticipate attending one (1) Board of Selectmen's meeting to present / discuss report in addition to the Pre-Schematic Design Meeting.

Project Schedule and Meeting

It is the goal of the Town to complete the work in this Scope of Services section within approximately six months (6 months) following a Notice to Proceed.

Preliminary Professional Fee

The Fee Proposal dollar amount is dependent on the extent of tasks identified in the final scope of work of the executed contract. The Town will negotiate final scope and fee with the preferred consultant based on scoring of the proposals. If a fee cannot be agreed upon with the highest ranked firm, the Town will end negotiations and enter negotiations with the next highest ranking firm until an agreed upon scope and fee can be determined.

Submittal Content Requirements

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

All pages shall be 8.5 x 11-inch format. Provide one (1) signed original response to the RFQ, 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. Detailed 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. Project Team: Identify the proposed team, including Sub-Consultants, general qualifications and experience. Identify and provide a summary of the project manager and principal contact who will be permanently assigned to the project and key team members.
6. References: Describe Consultant experience in completing the work as outlined. 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.
 - Project Description.
 - Project Budget.
7. Project Team Resumes: provide appendix in proposal, professional resume per team member.

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 a similar size and scope for a municipality.

The Consultant must demonstrate expertise in the following areas: Building Code Expert, Architect – MEP, Structural, Civil, 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 Vermont, and all personnel assigned to this project must have the appropriate licenses, certifications, and/or designations required to perform their task.

Questions, Addendum or Proposal Modification

All questions concerning the RFQ should be directed to Chad Whitehead, Town Manager St. Johnsbury 51 Depot Square Suite 103, St. Johnsbury, VT 05819 / 802-748-3926 x2 or by email at cwhitehead@stjvt.com

All inquiries received up to one week prior to the opening will be considered. If any changes are made to this RFQ, an addendum will be issued on-line at the St. Johnsbury Town website at www.stjvt.com . Also, addenda will be mailed or e-mailed to all known proposers on record as having picked up or requested acknowledgement of submitting a response. All responses, if any, submitted in response to this RFQ shall remain firm for sixty (60) days following 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.

The Town of St. Johnsbury reserves the right to select any Consultant who is determined to be qualified. The Town reserves the right to reject any or all responses submitted, and/or request additional information for clarification. The Town of St. Johnsbury is not required to award a contract as a result of this RFQ.

Funding for this public safety facility feasibility study and assessment was made possible in part with a Rural Business Development Grant from USDA Rural Development.