



REQUEST FOR PROPOSALS (RFP)

For Professional Architectural / Engineering Services for
The Endwell Fire District Bunk Room Renovation Project

Issued: January 17, 2024

Due: March 27, 2024

The Endwell Fire District seeks proposals from qualified architectural / engineering firms to design a bunk room area at Station 1, located at 3508 Country Club Road, Endwell, NY 13760.

Proposals are due on or before March 27, 2024, at 12:00 p.m. to:

Endwell Fire District

Attn: Michael Lewis, Fire Commissioner

RFP for Professional Architectural / Engineering Services for the Endwell Fire District Bunk Room
Project ("Project")

**There will be a pre-bid meeting on February 28, 2024, at 10:00 am at the Endwell Fire
Department Station 1, located at 3508 Country Club Road, Endwell, NY 13760**

REQUEST FOR PROPOSALS (RFP)

For Professional Architectural / Engineering Services for
The Endwell Fire District Bunk Room Renovation Project

GENERAL INSTRUCTIONS

DUE: March 27, 2024

Objective

The Endwell Fire District (the “Fire District”) requests the services of a qualified firm for architectural services to design and construct a new bunk room area. This RFP seeks services for concept/preliminary design, final design, bidding, and construction administration management services.

The award of the consulting services agreement shall be determined by the Board of Fire Commissioners of the Fire District. The Endwell Fire District may cancel this Request for Proposal or reject in whole or in part any and all responses if it determines that cancellation or rejection is in its best interest.

Responses to the Request for Proposal shall be submitted to the Endwell Fire District, Board of Fire Commissioners at the date and time noted above.

Proposal Requirements:

- a. All Submittals shall become the property of the Endwell Fire District and will not be returned.
- b. Deadline extensions will not be granted
- c. Late Submittals shall not be evaluated.
- d. The Endwell Fire District reserves the right to reject any or all Submittals.
- e. The Endwell Fire District shall not be liable for any costs incurred by respondents in the preparation of the submittal nor costs related to any element of the selection and contact negotiation process.
- f. To the extent allowed by law, responses will be held in confidence by the Endwell Fire District.

No oral, telephonic, emailed, or faxed responses shall be considered. No oral, telephonic, emailed or faxed corrections, deletions, or additions to any response shall be accepted. Any responses received after the above scheduled due date and time shall not be accepted or considered.

1. AVAILABILITY OF FUNDS

Any subsequent contract award associated with this Request for Proposal is contingent upon the availability of funds for the Project. Any agreement resulting from this Request for Proposal shall become void and of no force and effect if funds are unavailable.

2. AGREEMENT

The Fire District shall, upon mutually agreeable and acceptable terms and conditions with the successful responder/consultant, enter into a formal agreement for an agreed-upon fee and period of time.

3. CANCELLATION OF AGREEMENT

The Fire District reserves the right to cancel any contract/agreement, at any time, with prior written notice to the consultant, should any of the following conditions exist:

- a. Funds are not appropriated by the Fire District for continuance of the agreement;
- b. The Fire District, through changes in its requirements, method of operation, or program operation, no longer has a need for the service.

4. PROPOSAL INSURANCE REQUIREMENTS

Certificate of Insurance. The Fire District requires a certificate of insurance of the prospective bidder's insurance coverage. The Fire District requires the successful bidder to carry Professional Liability insurance at a minimum of \$1,000,000 occurrence/aggregate. All insurance coverage must be kept in effect during the contract period. The loss of insurance coverage could result in voiding the contract.

5. BIDDER'S ETHICS AND COLLUSION

Collusive Bidding: Any firm that submits more than one proposal in such a manner as to make it appear that one of the proposals submitted is competitive with that of the same proposer or any two or more firms that agree to fix their respective proposals in such a manner as to be awarded the contract shall be disqualified from further consideration of award of this contract and shall be subject to any applicable penalties under the law.

Bribery: Any firm that attempts to influence a Fire District official to award this contract to such proposer's firm by promising to provide or by providing to such Fire District official any gratuity, entertainment, commission, or any other gift, in exchange for a promise to award the contract to such firm shall be disqualified from further consideration of award of this contract and shall be subject to any applicable penalties under the law.

Conflict of Interest: Any firm that knows of any Fire District official having a material direct or indirect financial interest in such proposer's firm shall be required to submit a written statement detailing such interest. Failure to disclose such a financial interest shall result in the firm's disqualification from further consideration of the award of this contract.

6. AWARDING THE SERVICES

The services shall be awarded to the consultant whose qualifications are deemed solely by the Endwell Fire District to provide the best services desired, taking into account the requirements, terms and conditions contained in the request for proposals and the criteria for evaluating proposals.

7. SUBMISSION OF QUESTIONS

Questions relating to this request for proposals must be submitted in writing to the following:

Fire District via mail or e-mail

Board of Fire Commissioners
Endwell Fire District
3508 Country Club Road
Endwell, NY 13760
endwellfire@endwellfire.com

To ensure consistent interpretation of certain items, answers to questions the Fire District deems to be in the interest of all will be made available to all other respondents.

Scope of Services and Scope of Work

Project Background and Basis of Design

The Endwell Fire District is seeking proposals from architectural / engineering firms to design renovations to the hallway, utility closet, workout area, bathroom, and maze area for the Fire Department based on the recommendations listed below.

The following is an overview of the scope of services for architectural services and renovation work required to renovate the hallway, bathroom, and workout area at the Endwell Fire Station located at 3508 Country Club Road, Endwell, NY 13760. The project includes creating a six dorm room type bunk (quarters) room, kitchenette area, and living area.

General:

The fire station shall remain open and fully operational during construction. Consultant shall identify any possible environmental issues, such as asbestos.

- Provide detailed architectural, mechanical, electrical, and plumbing plans showing renovations required. This will be approved by the Endwell Fire District prior to the commencement of the work.
- Provide detailed specifications to be included in the contract documents.
- Incorporate the Endwell Fire District's standard bidding documents into the contract documents.
- Assist the Endwell Fire District in the bidding process, including a review of the bids and recommendations to the Endwell Fire District.
- Architect will provide construction observation of the work, including review of submittals and shop drawings, attend progress meetings, respond to Requests for Information, and recommend final acceptance of the project, including project closeout.

Below is a general description of the desired scope of work. A more detailed description can be provided to the successful consultant.

Bathrooms 1 and 2:

These will be bathrooms built within the existing bathroom within the station and include the following items if needed:

- a. Renovate to new configuration as required for renovation
- b. New floor, wall, and ceiling finishes
- c. New doors
- d. Renovate existing HVAC system as required for renovation
- e. New plumbing fixtures, including lavs and steam showers
- f. New electrical lighting
- g. New station alerting speakers

Quarters 1 - 6:

These will be new sleeping quarters built within the maze area of the station and include the following items:

- a. Renovate to new configuration
- b. Walls between quarters to be partial height
- c. New floor, wall, and ceiling finishes
- d. Renovate existing HVAC system as required for renovation
- e. New electrical lighting
- f. New station alerting strobe light and speakers
- g. Phone lines, internet
- h. Living Area and Kitchenette Area

Hallway:

This will be a renovation of the existing hallway and include the following items:

- a. Renovate to new configuration as required for renovation
- b. Walls between hallway and quarters to be partial height
- c. New floor, wall, and ceiling finishes
- d. New doors
- e. Renovate existing HVAC system as required for renovation
- f. New electrical lighting
- g. New station alerting speakers

Workout Area:

This will be a renovation of the existing workout room and include the following items if needed:

- a. Renovate to new configuration as required for renovation
- b. New floor, wall, and ceiling finishes
- c. New doors
- d. New windows
- e. New HVAC
- f. New electrical power and lighting
- g. New station alerting strobe light and speakers

Utility closet:

This will be a renovation of the existing workout room and include the following items if needed:

- a. Renovate to new configuration as required for renovation
- b. New floor, wall, and ceiling finishes

Consultant shall field verify all existing conditions and determine the best location for power and lighting based on available panel capacity and panel location. The agreement and work shall be carried out in conformance with the laws and regulations of the Town of Union and the State of New York. All work will be performed according to the standards outlined in the applicable building codes and standards, including mechanical, fire, plumbing, electric, accessibility, or any other applicable codes in force in the Town of Union and the State of New York.

QUALIFICATION REQUIREMENTS AND FORMAT

The following material shall be included in all responses and received by the date and time noted above in order for any firm to be considered:

- a. The firm's name, contact person information, and date of response.
- b. Table of Contents
- c. Information is described in the following:

Technical Proposal Section

Section I: Company Profile

This section should state the size of the firm, license number, the type of firm, the firm's background, and the location and/or office from which the work on this project shall be performed.

Section II: Experience

The response should include details of experience with facility analysis for Fire or similar facilities. In addition, interested firms must have at least five years of experience performing such work.

Section III: References

Include a list of references and contact information in the response. This list should include past and present clients as outlined in Experience above, including contact information.

Section IV: Specific Approach, Sample Reports, and Management Plan

Provide details regarding your approach to completing a Facility Condition Assessment. Include sample reports of a Facility Condition Assessment. This report shall also reference the recommendation of the past history of successful receipt of grants and utility rebates as part of system replacement or upgrades. Include a management plan with the qualifications of the staff you propose for this project, along with resumes of the key personnel who would be assigned to this project, as well as any consultants, engineers, etc., to be used.

Section V: Other Information

Include a detailed cost proposal. Your proposal should be for a lump sum, including costs for a kickoff meeting in the evening and a presentation of the report in person.

Section VI: Additional Information

Include any additional information you wish to provide to the Fire District relevant to the analysis in this section. Please be advised that the person(s) signing a formal response must be authorized by your organization to contractually bind the firm with regard to prices and related contractual obligations for the delivery terms. Include the following:

Company Name

Authorized Signature

Title

Printed Name

Phone, Fax, Email, Website Address

SELECTION PROCESS

The Fire District shall select the successful respondent to provide the requested services after thoroughly reviewing the proposals. Should the Fire District elect to purchase the consultant services detailed in this request, it will then enter into a contract/agreement with the most responsible respondent whose proposal is determined solely by the District to be in the best interest of the Fire District. Responses to this Request for Proposal will be reviewed against the criteria contained herein, and the award of the contract/agreement shall be made in accordance with standard Fire District purchasing procedures.

The Fire District reserves the right to reject any or all responses or parts thereof for any reason, to negotiate changes to proposed terms, and to waive minor inconsistencies with the Request for Proposal.

The Fire District further reserves the right to make a selection based on an interview process, qualifications, experience in providing similar services elsewhere, overall responsiveness to the requirements of this Request, and to negotiate a contract/agreement with the Consultant.

Week of January 17, 2024, Publish RFP

March 27, 2024 at 12:00 p.m., Proposals Due