

Town of Ridgefield
Director of FacilitiesRequest for Proposal by Invitation Only
Evaluation of Existing Fire and Police Station Facilities – RFP 20-01
July 18, 2019

The Town of Ridgefield is requesting proposals from Design Professionals (Firm) to evaluate and commence a feasibility study of the future facility needs for the Ridgefield Police and Fire Departments. In general, the feasibility study shall assess the current and future facility needs of both departments to develop solutions for the following scenarios;

- Option 1 - Develop a proposal to utilize the existing Fire HQ and/or the Police Department buildings to renovate and increase the footprints as necessary, examine the potential for land acquisition(s), if necessary, to the size required by each department to modernize the existing offices, streamline work flow of departments and upgrade the technology within the existing buildings.
- Option 2 - Develop a proposal to renovate the existing Fire HQ and/or Police Station buildings as described in option 1. However, this proposal should assess the addition of a new satellite Fire Department facility in the Town of Ridgefield. The location of the new facility should examine the calls received by the FD to reduce call response time and optimize emergency response access to the community. The design of the new satellite facility should also include similar features listed in this RFP.
- Option 3 - Develop a proposal for the installation and construction of a New Public Safety Building housing both the Fire and Police Departments. The Public Safety Building would operate all aspects of the Fire and Police Departments functionality. The parcels for this re-location may include; the existing FD and PD parcels, the former Schlumberger property, 36 Old Quarry Road, currently owned by the Town of Ridgefield or the combination of existing and land acquisition as listed in the Firm's Option 3 assessment.
- Option 4 – Develop a facilities assessment with limited guidance from this RFP that may include any combination or none of the parameters of Options 1, 2 or 3 as listed. The only requirements for this option are as follows; use consistent matrix in the selection of parcel(s), space requirements and demographic analysis and for the facility or facilities to be in a location that properly serve and access the community.

All proposals shall include (but are not limited to) the space requirements to operate; a central dispatch, separate vehicle storage, sleeping quarters for the Fire Department staff, separate locker rooms, separate and secure departmental and administration offices as required to operate the Fire and Police departments today and into the future with a minimum 35-year horizon.

The existing facility locations are:

- A. Ridgefield Fire Department Headquarters, 6 Catoonah Street, Ridgefield, CT
- B. Ridgefield Fire Station #2, 169 Old Stagecoach Road, Ridgefield, CT
- C. Ridgefield Police Department, 76 East Ridge, Ridgefield, CT

The existing Fire HQ Station is a 2-story building with approximately 12,310 square feet and an additional 4,000 sq. ft. in the basement. Fire Station #2 is a 2-story building with approximately 3,300 square feet. The Fire department employees 37 uniformed career staff, 1 administrative staff and 52 volunteer members. The department has a fleet of 4 pumper trucks, 2 tankers, 1 ladder truck, 1 rescue truck, 3 ambulances, 4 Cars\SUV's and 1 ATV. The existing Police Station is a 3-story building with approximately 10,925 square feet with an additional 3,565 square feet of finished basement space. The Police Department employees 41 officers and 9 civilian staff and operates 21 vehicles.

The Firm is responsible to familiarize himself with all aspects of the existing facilities prior to submitting a bid. The Firm can schedule a site walk through of each facility to be completed on Monday August 12, 2019, by contacting Jacob Muller, Purchasing Director, at 203-431-2720 or via email at purchasing@ridgefieldct.org. The Town will accept Requests for Information (RFI) until 4:00 PM on Wednesday, August 14, 2019. The RFI will be returned to the Firm by 4:00 PM on Tuesday, August 20, 2019.

Proposals:

1. The Firm shall submit as part of this request for proposals a signed letter of intent that outlines their proposed scope of work and any other facts that he feels are relevant to their proposal.

The Firm shall also submit with their proposal the following information:

- a. Insurance Certificates
 - b. Hold Harmless Agreement
 - c. Firm's Qualification Statement
 - d. Acknowledgement that the Firm has visited the sites and is familiar with the existing conditions.
2. Proposal Submission: The Design firms shall submit five (5) copies of their proposals contained within a sealed envelope labeled RFP 20-01 to Jacob Muller, Purchasing Director, Town of Ridgefield, 400 Main Street, Ridgefield CT, 06877 before 11:00 AM, Thursday September 5, 2019. Proposals may not be accepted after that date.

3. Proposal Review: Proposals will be reviewed and evaluated by the Town of Ridgefield based on all information submitted. It is estimated that the review process will take four weeks to complete. The Town reserves the right to reject any and all proposals and to negotiate the terms and conditions of any proposal with any particular Firm. The Town also reserves the right to interview any or all potential Firm's with respect to their proposals and to waive any error, or informality or technical defect in the proposal.
4. The Town of Ridgefield, in evaluating each proposal, may consider but not be limited to the following factors:
 - a. Firm's letter of intent and all documents submitted as part of their proposal.
 - b. Firm's project schedule
 - c. Firm's references
 - d. Similar Fire and Police projects completed in the past located in CT, MA, NY and RI
 - e. Firm's prior work and experience with the Town of Ridgefield
 - f. Any other information deemed relevant
5. Questions shall be directed to Jacob Muller, Purchasing Director, at 203-431-2720 or via email at purchasing@ridgefieldct.org.

Miscellaneous:

6. The Board of Selectmen of the Town of Ridgefield reserves the right to accept or reject any or all options, bids or proposals; to waive any technicality in any proposal or part thereof, and to accept any proposal deemed to be in the best interest of the Town of Ridgefield. The Board of Selectmen may reject any proposal not deemed to be in its best interest of the Town of Ridgefield.
7. The Town of Ridgefield is not liable for any cost incurred for the preparation of proposals or submission of samples by the firms submitting proposals for the work requested in this bid document or request for proposals.
8. It is the Firm's responsibility to determine the exact amount of effort required to meet the project's intent and reflect that effort in their submitted bid.
9. By submitting a bid, the Firm acknowledges that he has visited the both sites and is aware of the conditions involved in meeting the project's intent.
10. The Town reserves the right to eliminate any item, quantity, or portion of the work that it deems to be in the best interest of the Town.
11. Any inconsistencies shall be reported to the Director of Facilities. The Director of Facilities shall make the final decision on any inconsistencies and their intent.

12. In accordance with the provisions of Special Act No. 77-98, as amended, and Section 12-412(a) of the Connecticut General Statutes, sales of tangible personal property and services to the Town are not subject to the Connecticut Sales and Use Tax, and such tax shall not be included as part of the bid.

**TOWN OF RIDGEFIELD
CONNECTICUT****BOARD OF SELECTMAN****INSTRUCTIONS TO BIDDERS**

1. Submit proposals in a sealed envelope plainly marked with bid number to identify this particular proposal.
2. Withdrawals of or amendments to bids received later than the time and date specified for bid opening will not be considered.
3. The Board of Selectman of the Town of Ridgefield reserves the right to accept or reject any or all options, bids or proposals; to waive any technicality in any bid or part thereof, and to accept any bid deemed to be in the best interest of the Town of Ridgefield, Connecticut.
4. Bidders may be present at the opening of bids.
5. Bids may be held by the Town of Ridgefield for a period not to exceed sixty (60) days from the opening of bids for the purpose of reviewing the bids and investigating the qualifications of bidders prior to the awarding of the contract.
6. Insurance requirements, if any, must be submitted with the bid. This includes any Hold Harmless requirements as well as Certificates of Insurance, if required, for the full amounts specified. **Unauthorized changes** to these forms, i.e. adding, striking out and/or changing any words, language or limits **may cause the bidder to be disqualified.**

Please Note : Certificates of Insurance, if required, **MUST** name the Town of Ridgefield as "**Additional Insured**". Failure to do so may mean disqualification from the Bid.

HOLD HARMLESS AGREEMENT

The undersigned covenants and agrees to and shall at all times indemnify, protect and save harmless the Town of Ridgefield from and against all costs or expenses resulting from any and all losses, damages, detriments, claims, demands, cost and charges including attorneys fees the Town of Ridgefield may directly or indirectly suffer, sustain or be subjected to by reason or on account of the work to be performed pursuant to this Contract or any activities in connection with said Contract whether such losses and damages be suffered or sustained by the Town of Ridgefield directly or by its employees, licenses or invitees or be suffered or sustained by other persons or corporations who may seek to hold the Town of Ridgefield liable therefore.

The Contractor shall comply with the Provisions of the Immigration Reform and Control Act of 1986 effective and enforceable as of June 6, 1987 which Act makes unlawful the hiring for employment or subcontracting individuals failing to provide documentation of legal eligibility to work in the United States. The Contractor shall hold the Town of Ridgefield harmless for the failure of the Contractor to comply with the provisions of said Act.

IN WITNESS WHEREOF, the parties hereto have set their hand and seal this on the _____ day of _____

Signed, Sealed and Delivered in the
Presence of:

Signed:

Notary Public

Purchasing Department, Town of Ridgefield, 400 Main Street, Ridgefield, CT 06877
203-431-2720 & purchasing@ridgefieldct.org

APPENDIX - INSURANCE REQUIREMENTS

Each bidder shall carry and maintain the following insurance coverage during the period of the contract: The Certificate of Insurance for the Limits of Liability stated below should be submitted with your bid to the Purchasing Department at Town Hall. **Bidders may not perform any work until all insurance requirements are met.**

1. **Comprehensive General Liability Insurance** as will protect him, the Town, and any subcontractor performing work covered by this Contract, from claims for damages for personal injury, including accidental or wrongful death, as well as claims for property damages, which may arise from operations under this Contract whether such operations be by himself or by any subcontractor or by anyone directly or indirectly employed by either of them. Liability insurance shall include premises and operations, products, contractual, owners, and contractors protective. The minimum amounts of such insurance shall be as follows:
 - Bodily Injury Liability and Property Damage Liability:
\$1,000,000 each occurrence.
 - **The Town shall be named as an Additional Insured**
This **MUST** be stated explicitly on the Certificate or you will be **disqualified**
2. **Worker's Compensation Insurance and Employer's Liability** for all of his employees, employed at the site and in case any work is sublet, the Contractor shall require the subcontractor similarly to provide Workmen's Compensation Insurance for all employees of the later unless such employees are covered by the protection afforded by the Contractor.
 - Worker's Compensation and Employer Liability:
Statutory Limits
3. **Comprehensive Auto Liability Insurance:**
 - **Bodily Injury Insurance and Property Damage Insurance** covering the operation of all Motor Vehicles owned, hired and/or non-owned by the Contractor, or used by the Contractor in the Prosecution of the work under the Contract, shall be in the minimum of **\$1,000,000 each occurrence.**

All policies relating to this Contract shall be so written so that the Town shall be notified of cancellation or change at least thirty (30) days prior to the effective date for each policy and type of coverage except for nonpayment which shall be ten (10) days prior to the cancellation. Renewal certificate covering the renewal of all policies expiring during the life of the Contract shall be filed with the Town not less than ten (10) days before the expiration of such policies. Failure to do so will result in work stoppage and possible contract cancellation.